



JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Teacher of A-Level Photography (Part Time – Fixed Term)
RESPONSIBLE TO:	Co-ordinator of Performing and Visual Arts
GRADE:	Main Scale
SALARY:	From £26,435 up to £41,710 per annum including London Weighting pro rata per annum

B. PURPOSE OF THE JOB

- Teach A-level Visual Arts subjects, and specifically A-level Photography.
- Deliver a Fine Art support workshop.
- Tutor a Year 12 group of students.

C. MAIN DUTIES AND RESPONSIBILITIES

- Normal teaching duties including teaching of A-level Visual Arts.
- Contribute to curriculum planning, monitoring and evaluating students' course and exam work.
- Monitor student progress and contribute to the evaluation of results.
- Take part in enrichment activities such as educational visits to galleries and museums.
- Take part in departmental meetings, INSET and staff development activities.
- Develop e-learning resources on Moodle for A level Visual Art students.
- Monitor the progress of students and deal with students 'at risk' in liaison with the Head of Fine Art and Graphic Communication, the Coordinator of Performing and Visual Arts and Lead Tutors.
- Maintain a safe working environment during teaching sessions.
- Liaise with the Visual Art technicians in respect of Health & Safety, general resources and studio servicing.
- Work with A-level Visual Art students to generate portfolios and provide opportunities to exhibit their work.
- Act as a personal tutor to a group of students and participate in the Sixth Form College's pastoral system.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College
- All lecturers/teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups

Basic Skills and Learning Support (For all teaching and lecturing posts)

- **All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.
- **Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of the College's **Teaching Standards** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

1. Appropriate degree and PGCE or equivalent.
2. Recent experience of teaching A-Level Visual Arts subjects to 16-19 year olds with proven success.
3. Specific recent experience of teaching A-level Photography with proven success
4. Recent experience of curriculum planning, assessment and moderation of students' work at for A Level

Knowledge and Understanding

1. Awareness of new subject developments and knowledge of the 14-19 curriculum in relation to the visual arts.
2. Knowledge of the curriculum and the pastoral needs of the 16-19 age group.
3. An understanding of, and commitment to, the College's Equal Opportunities policy and a willingness to promote this in all aspects of the work.

Skills and Abilities

1. The ability to make the subjects interesting and accessible to a range of students.
2. The ability to relate to and communicate effectively with inner-city students, counsel them and monitor their progress.
3. An ability to maintain good working relationships with colleagues and to work as part of a team.
4. Effective planning, administrative and organisational skills, and the ability to work under pressure and to meet deadlines.
5. The ability to or willingness to use e-learning to enhance the student experience in the Visual Arts.

Our students represent a wide range of social and ethnic groupings, as well as being mixed in terms of gender, cultural and religious affiliations. Applications from candidates who reflect this diversity are therefore welcome.

We welcome applicants from both experienced and newly qualified teachers.

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure