



Lecturer in Art & Design

Job Description

Faculty / Department:	Professional & Creative Industries	
Responsible to:	Head of Learning	
Responsible for:	N/A	
Grade:	Salary Range: £27,269 - £34,810 per annum pro rata (Grade 3 – 4, SCP 16 – 25)	Hours: Part time, 18.5 hours per week, permanent, (0.5 FTE)

Role Summary:

The successful applicant will join a team that plans, implements, and delivers Art programmes to a range of learners on 16-18 programmes. This will be across the provision at Levels 1 to 3.

Main Duties and Responsibilities:

Work Processes and results

- To coordinate, design, deliver and develop a programme(s) of study up to Level 3 for groups of learners.
- To work with the Head of Learning and other Lecturers in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity.
- To assess learners according to established guidelines, and provide a positive learning experience.
- To develop full time programmes.
- To design, develop, monitor and share resources for learner use.
- To act as personal tutor to a group(s) of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with subject tutors and wider college provision.
- To participate in parent evenings, open events, enrolment and interviewing applicants.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including

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proactive engagement with the College's CPD programme.

- To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.
- To attend and contribute to relevant meetings within the School and the college.
- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.
- To work flexibly as directed by the line manager.
- To implement the college's mathematics and English code.

Team Work

- To work closely with the other Departments, as well as with partner agencies.

Communication / Documentation

- Communicate effectively across a wide range of audiences.

Supervision / Staffing.

- To identify the financial, health and safety, equality, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

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This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certificate

PERSON SPECIFICATION

Lecturer in Art & Design

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> • Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification. • Relevant Level 5-7 qualification within relevant vocational sector – Art, Crafts, Visual Arts. • Minimum of 4 GCSEs (A* - C, 9 – 4 or equivalent), including Maths and English. 	<p>A, C</p> <p>A, C</p> <p>A, C</p>	<ul style="list-style-type: none"> • Art and Design related degree. 	<p>A, C</p>
Experience	<ul style="list-style-type: none"> • Relevant vocational experience within the Arts and Cultural sector. • Recent and relevant experience of delivering learning to 16-18 year olds in an educational setting. • Recent experience of delivering Art related programmes. • Evidence of providing learning to groups and individuals. • Evidence that you are able to apply effective approaches to teaching to more than one level and target 	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • Experience with Ceramics production, from throwing, glazing and firing. • Familiarity with mixed media practices. • Experience on UAL Art & Design/ Creative Practice qualifications, specification and assessment. 	<p>A, I</p> <p>I</p> <p>I</p>

	audience.			
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> • Full range of general art and drawing skills. 	A, I	<ul style="list-style-type: none"> • Knowledge of setting up Art and Ceramics studios and related equipment. 	I
	<ul style="list-style-type: none"> • Extensive knowledge of creative processes, materials and techniques. 	I		
	<ul style="list-style-type: none"> • Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector. 	A, I	<ul style="list-style-type: none"> • Knowledge of emerging cultural aspirations and community projects in local area. 	I
	<ul style="list-style-type: none"> • Sound knowledge of developments within the Arts sector. 	I	<ul style="list-style-type: none"> • Knowledge of applying mixed media techniques to learners from levels 1 to 3. 	I
	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. 	I	<ul style="list-style-type: none"> • Knowledge of a range of general art 3D materials, metals, sculpture. 	I
	<ul style="list-style-type: none"> • Demonstrate suitability to work with children and vulnerable adults including; SEND, EHCP. 	A, I		
	<ul style="list-style-type: none"> • Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility. 	I		
	<ul style="list-style-type: none"> • An understanding of safeguarding and prevent and its importance within the college. 	I		
	<ul style="list-style-type: none"> • Ability to plan and prioritise. 	I		
	<ul style="list-style-type: none"> • Effective time management skills. 	A, I		
	<ul style="list-style-type: none"> • Excellent administrative and organisational skills. 	I		
	<ul style="list-style-type: none"> • Able to work flexibly as part of a team. 	I		
	<ul style="list-style-type: none"> • Evidence of understanding of differences between assessment and evaluation. 	I		

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<p>Other</p>	<ul style="list-style-type: none"> • Demonstrate a positive approach to equality and diversity and customer service. • Demonstrate an ability to take responsibility for your own and others Health and Safety at work. • Demonstrate a commitment to safeguarding and promoting student welfare. • Flexible and professional approach. • Ability to work as part of a team to achieve common objectives. • Demonstrate that you take responsibility, and ownership e.g. meeting deadlines, sharing practice, following organisational policies and procedures. 	<p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p>	<ul style="list-style-type: none"> • An openness to work with and support Marketing team with internal and external broadcasts, events and video productions as appropriate to support Art and Design courses. 	<p style="text-align: center;"> </p>
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