



Lecturer in Creative Media & Games

Job Description

Faculty / Department:	Professional & Creative	
Responsible to:	Head of Learning	
Responsible for:	N/A	
Grade:	Salary Range: £26,661 - £34,653 (Grade 3B – 4A, SCP 26 – 38)	Hours: Full-Time, 37 hours per week (1.0 FTE)

Role Summary:

The successfully plan, implement, and deliver Media 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 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.

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 Creative Media & Games

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 – Media, Digital and Film production. • 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"> • 2:1/Merit Grade in Creative Media or Game Arts/ Concept Art related degree. 	<p>A,C</p>
Experience	<ul style="list-style-type: none"> • Relevant vocational experience within the media sector. • Recent and relevant experience of delivering learning to 16-18 year olds in an educational setting. • Recent experience of delivering Creative Media/Art/Games 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 audience. 	<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 setting up PC studios/labs and related equipment (Drawing pads, colour calibration etc.) • Familiarity in teaching 2D and 3D digital art classes. • Familiarity in teaching traditional, general art/ drawing in Art Studios/ 	<p>A,I</p> <p>A,I</p> <p>A,I</p>

			classes.	
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> • Full range of digital arts production skills. 	A, I	<ul style="list-style-type: none"> • Knowledge of Adobe Creative Cloud, Photoshop for creating still graphics and digital art editing. 	A,I
	<ul style="list-style-type: none"> • Extensive knowledge Adobe Creative Cloud for 2d and 3D Art editing. 	A, I	<ul style="list-style-type: none"> • Knowledge of AutoDesk Media & Entertainment Collection, 3DS Max for game art assets and Maya. 	A,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. 	I	<ul style="list-style-type: none"> • Experience of 3D printing and use of 3D printers. 	A,I
	<ul style="list-style-type: none"> • Sound knowledge of developments within the Creative Media/Art/Games sector. 	I	<ul style="list-style-type: none"> • Understanding of digital media capture equipment and uses required for different productions. 	A,I
	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. 	A, I	<ul style="list-style-type: none"> • Knowledge of emerging 2D and 3D Art technologies. 	A,I
	<ul style="list-style-type: none"> • Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent. 	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 its importance within the college. 	I		
	<ul style="list-style-type: none"> • Ability to plan and prioritise. 	A, I		
	<ul style="list-style-type: none"> • Effective time management skills. 	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			

<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 marketing, events and video productions. 	<p style="text-align: center;"> </p>
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Conditions of Appointment

All appointments are offered subject to a period of probationary service up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *medical review*
- *verification of relevant qualifications*
- *receipt of references considered suitable by the College*
- *a satisfactory enhanced Disclosure check*

Pension Arrangements

All Academic Staff have the opportunity to participate in the Teachers' Pension Scheme which provides comprehensive retirement benefits. It is often possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College operates a Maternity, Paternity and Adoptions schemes which provide for benefits over and above the normal statutory benefits.

Sick Pay

The College has a scheme of sickness benefits which are over and above the statutory sickness entitlements.

Training and Development

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors in People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the staff performance review system.

Holidays

Full time Academic Staff are entitled to 39 days of annual leave per year as well as 5 days additional leave to be taken on days directed by the Corporation (e.g., between Christmas and New Year). All staff are entitled to the 8 public bank holidays in each year. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interest of efficiency.

Staff Parking

Free and generous parking space is available on site subject to availability at peak times.

Trade Union Representation

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal parts. Payment is made on the 27th day of each month or the next working day thereafter.

Salary Progression

Salary progression will be in accordance with the criteria approved by the Corporation.

Notice Periods

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term appointments may be offered with a notice period of one week or one month, depending upon the length of the fixed term. The notice period applicable during a probationary period is 1 month.

Location of Work

VN1975

Your principal place of work will be at the site given in the job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

Equality of Opportunity

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.