

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Fractional Lecturer in Media (0.9)
<b>GRADE:</b>	Harmonised Salary Scale Points 15-34 pro rata
<b>WORK ARRANGEMENTS:</b>	33.3 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Digital, Media and Music
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>RESPONSIBLE FOR:</b>	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding

## **PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision
2. Student support and general administrative duties associated with the academic function.

## **DUTIES AND RESPONSIBILITIES**

1. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.
2. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
3. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
4. Contributing to the delivery of the programme of learning in accordance with College policies.
5. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
6. Maintaining academic records including registers, records of work and any other records which may be required from time to time.
7. Preparing and marking College devised examinations and other assessment procedures.
8. Returning assessed work promptly to students indicating proposals for improvement.
9. Assessing and verifying assessments as a member of the programme team.
10. Planning and organising work placements, field trips, site visits and related activities.
11. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
12. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.

13. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
14. Assisting with visits from and to schools, taster courses and work experience for potential students.
15. Acting as personal tutor to nominated groups and individual students.
16. Participating in the guidance and interviewing processes to ensure that students and prospective students follow appropriate learning programmes.
17. Participating in reporting processes to provide feedback for parents and other sponsors.
18. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

**NB: Curriculum Teams refers to all areas of delivery including classroom and work based.**

### **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Fractional Lecturer in Media	<b>Department:</b>	Digital, Media and Music
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Degree/HND or equivalent in a relevant discipline	<b>E</b>	<b>A</b>
A teaching qualification or willingness to gain Cert Ed within 2 years of commencement of employment	<b>E</b>	<b>A/I</b>
Assessor Award/Verifier Award	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Recent experience of teaching L1, L2 and L3 Creative Media Production	<b>E</b>	<b>A</b>
Recent experience of teaching A level media	<b>D</b>	<b>A</b>
Evidence of skills with the adobe creative suite packages & camera/ audio production work.	<b>E</b>	<b>A/I</b>
Demonstrate excellent knowledge and experience of using adobe premiere, after effects and audition.	<b>E</b>	<b>A/I/T</b>
Demonstrate excellent knowledge and experience of using other adobe creative suit software such as After Effects, Premiere, and Photoshop etc.	<b>D</b>	<b>A/I/T</b>
A proven record of successful learner results in Creative Media Production	<b>E</b>	<b>A/I</b>
Experience of developing and marking assignments to UAL grading criteria – Access courses	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Flexibility in delivering the curriculum to meet individual needs	<b>E</b>	<b>I</b>
An ability to track student progress	<b>E</b>	<b>A/I</b>
Working on own initiative with regard to team as a whole	<b>E</b>	<b>I</b>
Developing and implementing a programme to meet individual requirements	<b>E</b>	<b>T</b>
An in-depth knowledge of the demands of learning	<b>E</b>	<b>I</b>
<b>Qualities:</b>		
Good administration skills	<b>E</b>	<b>A/I</b>
A flexible and innovative approach to teaching	<b>E</b>	<b>A/I</b>
Willingness to travel between sites and work some evening sessions	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>
A media portfolio showreel of industry work	<b>E</b>	<b>I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	EP	<b>Date Produced:</b>	December 2019
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