



JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Lecturer in Art, Design and Media Levels 1, 2 and 3
RESPONSIBLE TO:	Head of School Creative Arts and Media
GRADE:	Teaching and Training
SALARY:	HPL rate of pay (Inclusive of London Weighting)

B. PURPOSE OF THE JOB

- Take responsibility for the teaching, delivery, and assessment of vocational units on Art, Design and Media Programmes at the Centre for Business, Arts and Technology within the Visual Arts and Media Curriculum Area from Level 1, 2 and 3

C. MAIN DUTIES AND RESPONSIBILITIES

- Ability to teach and assess Key Skills on Vocational Art & Design Courses from Level 1 – Level 3 mainly to 16–19-year-old students.
- To act as a support to vocational students and help in raising, retention, achievement, and levels of attendance & punctuality.
- Maintain quality through effective Internal Verification / Moderation and Assessment on courses within the Centre.
- Keep accurate records of student progress and assessment in compliance with the Centre, College and Awarding Body procedures.
- Liaise with appropriate external bodies including examination boards, awarding bodies and employers, partner schools, parent(s)/guardian(s), and other stakeholders.
- Contribute to new curriculum developments including open and flexible learning.
- Maintain effective liaison with other staff to ensure the smooth and efficient running of course programmes including the effective delivery and integration of key skills.
- Provide additional support to students where appropriate.
- Carrying out any other duties commensurate with the grade of this post required by the Curriculum Manager/Deputy Director and Head of Arts or Director of Centre.

N.B. The duties above are subject to annual review, particularly in the light of changing demands.

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 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 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 professional qualifications at degree or equivalent level.
2. Successful experience of teaching UAL Levels 1-3 Art, Design and Media and other vocational Art & Design and Media programmes (Level 1-3). The ability to support Functional Skills is advantageous.

3. A full and complete teaching qualification at Level 4 i.e., PGCE / Cert Ed or City & Guilds 7407 [All Stages].

Knowledge and Understanding

1. A sound knowledge and clear understanding of the issues and challenges in Post 16 education within an FE environment, including curriculum and potential changes in the future
2. Knowledge and understanding of course management including managing the internal verification / moderation and quality assurance procedures for a course effectively.
3. A proven keenness to undertake professional development and updating within the subject area, the creative industries, and the role of course management.
4. Understanding of, and commitment to, the College's Equality & Diversity Policy and a willingness to promote this in all aspects of the work.

Skills and Abilities

1. Ability to teach a group of challenging 14 -18 and 19+ year old learners in Art & Design and / or Media in a broad range of subjects at Levels 1, 2 and 3.
2. Ability to support students with Functional Skills on vocational art & design programmes (Level 1-3)
3. Organisational skills required for preparing assignment briefs, schemes of work, lesson plans, maintaining accurate records and working in a small team of lecturers.
4. A range of IT skills to enhance teaching and learning as well as facilitate good and efficient administration of programmes and student communication.
5. Ability to work effectively as a member of a course team

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