

Post Title:	Lecturer in Motion Graphics & Animation
Place of Work:	The role is based at the Dartford campus, but the nature of the work will require travel to any of the College sites as required.
Hours of Work:	37 hours per week (Mon to Fri) / 52 weeks per annum
Salary:	Spine Points 32 (£30,280) – 37 (£35,104), rising to Spine Point 39 (£37,251) with a full teaching qualification.
Accountable to:	Curriculum Manager / Assistant Principal

Role:

The post holder will work with learners at various levels, and will be expected to teach, support, assess and offer guidance across our Motion Graphics & Animation courses.

1 Specific Responsibilities:

To teach, support, assess and offer guidance within your specialist area to NKC Students.

2 Duties:

- 2.1 (a) You will be employed as a Lecturer in which capacity you will be required to perform such duties consistent with your position as may from time to time be assigned to you.
- (b) To prepare, teach and assess at appropriate levels.
- (c) To supervise environments conducive to learning within the College.
- (d) To provide appropriate guidance counselling and tutorial support.
- 2.2 (i) To contribute to the administration of the Curriculum Department as appropriate:
- Programme co-ordination;
 - Assisting in the completion of examining body documentation;
 - Research and scholarly activities.
- (ii) General administration duties, including record keeping, filing, photocopying, draft contracts, examination results, student evaluation forms, checking register receipt numbers, contact with students and/or parents/employers during periods of absence, work experience arrangements and all other duties.
- (iii) To contribute to and lead areas of development in programmes, facilities, services, learning materials, and the management and supervision of student visit programmes.
- (iv) To contribute to marketing, interviews, selection, enrolment and induction of new students.
- (v) To assist and lead, where appropriate, in the development of cross college curriculum activities and be willing to receive college based and individual staff development and updating training as well as maintain an up to date knowledge of subjects appropriate to the functions of lecturing and assessing.
- 2.3 You will be required to meet College IT standards specific for the role.
- 2.4 You may be required in pursuance of your duties to perform services not only for the Corporation but also for any subsidiary.
- 2.5 You are expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
- 2.6 You will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
(1) Qualifications:			
A recognised professional/vocational qualification/degree	√		Application / Interview
Full teaching qualification or willingness to obtain within 3 years of appointment	√		
Assessor and/or Internal Verifier qualification		√	
(2) Knowledge to include:			
Specialist knowledge of curriculum area	√		Application / Interview
(3) Experience to include:			
Relevant professional experience	√		Application / Interview
Teaching experience, ideally within a FE environment		√	Application / Interview
(4) Technical Skills/Abilities to include:			
Ability to identify and implement improvements in existing systems and practice	√		Application/ Interview
Ability to use a range of information technology systems with a high skill set	√		Application / Task / Interview
An ability to work independently and with initiative, but also to network and liaise well with other colleagues within and outside of the organisation	√		Application/ Interview
A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people	√		Application/ Interview
A flexible, adaptable and enthusiastic approach	√		Application/ Interview
Ability to engage with and promote learner voice in relation to use of the facility	√		Application/ Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____