Job Description

Post title: **FE Full Time Lecturer and Study Programme Manager – Games Design**

Based at: **Cornwall College – St Austell**

Reports to: **Curriculum Area Manager (CAM)**

Responsible for: **Study Programme(s) and associated learners**

Terms & Conditions: **Full Time (with a commitment to teach 828 hours per annum)**

Salary: **£28,000 - £40,000 pro rata (including market premium) dependant on recent, relevant in-depth software knowledge.**

Primary Purpose of Role:

To manage the teaching and assessing of modules in Games Design and Animation.

In collaboration and with guidance with the exisitng CAM/HoC to be accountable for all aspects of the learner journey and be responsible for initial marketing, promotion, initial advice and guidance and solely responsible for successful learner progression and careers advice, achievement, recording destinations, programme design and consistently high levels of teaching, learning and assessment.

Key Areas of Responsibility

Study Programme(s) and Learners

You will become responsible for all learners enrolled on your Study Programme(s) and must ensure that:

1. All learners attend their lessons. You must monitor attendance for your area and ensure that registers are completed in line with the associated Policy. This is inclusive of the learner's main qualification and English and maths where appropriate.
2. You are the main point of contact for parents/guardians throughout a learner's journey at TCCG.
3. Intervention is proactive, timely and in line with College Policies and Procedures.

4. You are responsible for working with the learners to achieve their overall success at College. Where such matters are escalated to you, you must take timely steps to resolve the issue.
5. Be actively involved with all teaching, instructing and assessing. To ensure high quality of education in all aspects of a learners Study Programme.
6. All learners complete Initial Assessment prior to enrolment with results shared with the teaching team.
7. All learners should behave in accordance with the code of conduct in all lessons and social spaces. Where poor behaviour is escalated to you, you should take timely steps to resolve the issue.
8. You are responsible for ensuring all of your learners complete a full study programme including work / Industry placements. You can utilise the support of the Work Experience Coordinator to ensure that all Study Programme learners enrolled in your area have a suitable employability programme and opportunity for Work Experience / Industry Placement which can be evidenced in terms of attendance and outcomes.
9. You should continuously monitor the levels of retention and success of your learners. You must ensure that all learners have targets set and take steps to ensure that they are achieving.
10. You must ensure that College systems are being used to support learner progress and success and take action to resolve issues identified, escalating issues where necessary to the Curriculum Area Manager or Head of Campus.
11. Ensure all learners have opportunity to be heard in relation to their learning experience and act upon or escalate any concerns that are raised. Complete internal and external learner surveys as required.
12. Positively support progression and destinations of the learners on your Study Programme(s), engage them with independent Careers Advice and Guidance and tracked their planned destination via Pro and the Course Review process.
13. Celebrate success with your learners and the wider College.

Quality of Education

1. Create and maintain a positive learning environment (physical classroom layout, displays etc).
2. Ensure Schemes of Learning are in place for all aspects of the Study Programme(s).
3. Ensure that the CIF1 is completed and updated as required by changes in the subject sector area.
4. Design the curriculum structure and sequencing for the Study Programme(s).
5. Manage and update E-learning / Virtual Learning / Digital resources for the relevant Study Programme(s).
6. Complete Course Review documentation and process and attend and contribute to Course Reviews in line with the associated procedure.
7. Have active involvement with standardisation of assessment activities and ensure that appropriate Internal and External Quality Assurance is in place.
8. Write the SAR for your Study Programme(s) to input into your area SAR and contribute and participate in RAID.
9. Be responsible for the interviewing of potential learners for your area. Ensure that learners are recruited with integrity and placed on the most appropriate Study Programme.
10. Ensure learner progress reports for your area are completed in a timely manner.
11. Work with the Learning Support Deployment team to enable the positive transition of learners with EHCP's, vulnerable circumstances, risk assessments etc.

12. Ensure attendance of your area at open events to support recruitment. Pro-rata system to support open events.
13. Work with your CAM and/or HoC and marketing to ensure suitable Study Programme information is available.
14. All duties as specified in the Job Description Lecturer.
15. Take an active part in staff appraisal (PMR) processes and staff development.
16. Ensure that all mandatory training is maintained and completed within a timely manner.
17. Ensure own professional practice is up to date with industry developments; engage in 'Back to Industry day'.
18. Be a positive advocate for your Study Programme and TCCG.

Person Specification

	Essential	**Desirable**
Previous Experience	Experience of teaching and/or training in **Games Design and animation.** Applicants must have a knowledge of disciplines across the creative and digital sector with skills in applying theory to practical production across a range of media forms and appealing to a range of media consumers.	Experience of Programme Management in the Further Education Sector. Experience working with standards verifiers and external quality assurance. Willingness to develop new areas of the curriculum, such as Esports. *Understanding* and experience of funding groups of students including, 14-16, and HE. Knowledge of the Adobe Creative Suite, Online streaming and content creation and film and television production processes and methodologies.
Qualifications	Appropriate level (minimum level 5) qualification in a relevant Subject Sector Area. Level 2 English and Maths.	Full teaching qualification e.g. PGCE, DET or Certificate of Education or willingness to work towards. Level 3 English and Maths.
Personal Attributes	Honesty and integrity. Excellent communication skills. Excellent work ethic Team player. Commitment to continuous learning. Calmness under pressure. Commitment to completion of tasks. Personal ambition.	

Our Mission

Exceptional education and training
for every learner to improve their career prospects

Our Values

Learner first · **Act with integrity** · **Take ownership** · **EDI matters** · **Think sustainability**

Please note: All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality & Diversity Training. All statutory checks governed by "every child matters" will need to be completed before commencing employment.

For minibus driver roles or those required to drive a minibus as part of their role must have their licences (both the photo card and paper counterpart) checked, before an offer and confirmation of employment, to ensure they meet with legislative requirements and The Cornwall College Group policies (Pages 27/28 (minibuses) of the Health & Safety Policy).

It may also be necessary to check the driving licence of other members of staff, before commencement of employment, where they are required to drive on Cornwall College business to ensure they meet The Cornwall College Group policies (Pages 40-43 (driving for work policy) of the Health & Safety Policy). If the role requires a staff member to use their own vehicle there is a legal requirement to hold business use category on their motor insurance policies.