

### Job Description

<b>Job Title:</b>	Course Leader BA (Hons) Fine Art – 0.4 FTE
<b>Responsible To:</b>	Head of Art & Design
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester
<b>Salary:</b>	Actual Salary £12,895 - £15,848 per annum Full-time Salary £32,238 - £39,620 per annum
<b>Date of last review:</b>	July 2024

### **Purpose Statement:**

The University Centre Colchester is looking for a dedicated and dynamic individual to lead our BA (Hons) Fine Art Degree, deliver lectures, supervise students, prepare teaching materials and engage in subject-specific research. You will motivate and inspire students, assess their work, offer feedback and maintain records as appropriate.

Appropriately qualified, you will have an undergraduate degree in the relevant subject, be able to evidence further postgraduate training, and/or equivalent experience, and demonstrate analytical ability and pedagogical interests as applicable to working in Higher Education.

Please note this is a fixed term post for two years. The degree programme will not be enrolling new first year students for the forthcoming academic year. During the academic year 2024-25 the postholder will have overall responsibility for the Level 5 and 6 cohorts. In the following academic year, they will oversee the final Level 6 year. For suitable candidates there may be additional teaching opportunities on our Further Education Art & Design programmes.

### **Main Duties & Responsibilities:**

<b>1</b>	To provide clear and dynamic teaching, leadership and direction to the BA (Hons) Fine Art programme.
<b>2</b>	To ensure the smooth running, organisation and operation of the course and to work collaboratively to ensure the highest possible level of student achievement.
<b>3</b>	To design and deliver Higher Education lectures, or their subject-specific equivalents.
<b>4</b>	To guide and support students by offering academic advice and pastoral guidance.
<b>5</b>	To contribute to programme innovation in collaboration with the Head of Area and the Lecturing team.
<b>6</b>	To act as first and second marker and contribute to UCC's committees and boards as appropriate.

<b>7</b>	To inspire students to achieve their personal best through leading by example.
<b>8</b>	To work closely with UCC Academic Services in the recording of students' achievements.
<b>9</b>	To develop and update personal professional expertise in the relevant areas.
<b>10</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>11</b>	To undertake any other associated duties determined by the college.

*This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute*

### Person Specification

**Job Title:**

Course Leader BA (Hons) Fine Art – 0.4 FTE

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Education to degree level or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Postgraduate qualification and/or equivalent experience, in a relevant subject area.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Current Industry/Higher Education experience as appropriate to the role.	✓		A / I
Track record of professional practice and/or knowledge transfer and outreach.	✓		A / I
Evidence of relevant teaching experience, preferably in Higher Education.	✓		A / I
Track record of module/course leadership.	✓		A / I
<b>Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
Understanding of academic programme structures.	✓		A / I / P
Track record of assessing student course work and providing written feedback	✓		A / I
Awareness of current developments in Higher Education in terms of quality assurance and the wider student experience.	✓		A / I / P

Evidence of team leadership and/or other forms of institutional responsibilities.		✓	A / I
Ability to work within H&S and Codes of practice.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		A / I / P
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I / P
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How is this assessed?</b>
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		A / I

**KEY:**

<b>A</b>	Application
<b>I</b>	Interview
<b>P</b>	Presentation/Micro-teach
<b>T</b>	Test