

Job Description

Job Title:	Course Leader, Level 2 Diploma in Art & Design
Responsible To:	Head of Art & Design
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620 per annum
Date of last review:	July 2024

Purpose Statement:

We are seeking an enthusiastic and committed Lecturer to lead our Level 2 Diploma in Art & Design and provide high quality teaching across our FE Art & Design programmes.

The successful candidate will need to demonstrate the ability to support and challenge learners in the ideation and practical development of their projects. They should have experience of supporting students with a variety of additional learning needs.

We are looking for a candidate with strong organisational skills and the ability to support learners to improve their performance through effective monitoring and target setting. You should hold a relevant degree and a teaching qualification or willingness to work towards this and have experience of teaching a broad range of drawing, digital, and mixed media skills.

The successful candidate will work in close collaboration with academic, technical and support staff within the department, to ensure high levels of academic rigour and student engagement.

Main Duties & Responsibilities:

1	To plan and deliver structured and challenging subject specialist teaching sessions.
2	To deliver teaching sessions which effectively support learners to improve their literacy and numeracy.
3	To provide course leadership for the Level 2 Diploma in Art and Design, ensuring that teaching is well planned and effectively supports students to identify and take positive steps towards their progression goals.
4	To be responsible for learner progress, including setting and monitoring of learner targets and the provision of effective feedback that support learners to improve.
5	To work towards improving the quality of courses through improving retention, achievement and success rates.
6	To undertake student interviewing/guidance and assist with recruitment processes and open events.
7	To contribute to the production of inspiring learning resources and to the provision of effective online learning environments.

8	To attend and participate in course team meetings and other meetings as required by the Area Head.
9	To help establish industry contacts in order to support the development of learners' vocational skills and knowledge.
10	To liaise with parents/guardians as appropriate in order to support learner progress.
11	To ensure learners are prepared for progression through appropriate advice and portfolio preparation.
12	To develop and update personal professional expertise in the relevant areas.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	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, Level 2 Diploma in Art & Design

Qualifications	Essential	Desirable	How is this assessed?
Education to degree level or above and/or a professional qualification in relevant subject area or equivalent	✓		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
Experience	Essential	Desirable	How is this assessed?
Experience of planning and delivering successful Art & Design programmes.	✓		A / I / P
Experience of teaching a wide range of drawing, mixed media and digital processes in Art & Design.	✓		A / I
Experience of Course Leadership of the Level 2 Diploma in Art & Design or equivalent.		✓	A / I
Experience of teaching image manipulation and editing using Adobe CC programmes such as Photoshop & Illustrator.		✓	A / I
Experience of delivering UAL Awarding Body Art & Design qualifications.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Strong teaching skills and an understanding of pedagogical approaches in art and design.	✓		A / I / P
A good technical knowledge of analogue and digital processes across a range of art and design disciplines; the ability to deliver effective teaching in art studio and digital suite environments.	✓		A / I / P
A good understanding of progression routes in the Creative Industries.		✓	A / I

An understanding of contextual / ethical issues that inform Art & Design and the ability to engage learners in debate and discussion.	✓		A / I / P
A strong understanding of teaching strategies to support SEND students.	✓		A / 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
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I / P
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

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