

JOB DESCRIPTION

POST TITLE: HE LECTURER IN ART AND DESIGN 60%
POST NUMBER: WREQ3948
GRADE: LECTURER SCALE

JOB PURPOSE

As a lecturer in HE Art and Design, you are responsible for designing and delivering a varied practical and academic curriculum in various areas of the industry, supporting marketing and recruitment of the provision.

KEY RESPONSIBILITIES

As a post holder, you will be responsible to report to the Curriculum Coordinator, and ultimately to the Dean of the Creative Arts Faculty, for the following:

- Teaching a range of subjects within HE Art and Design, which could include: Collaborative Practice, Contextual Studies, Creation and Production, Graphic Design and Digital Materials Making.
- Working with the Curriculum Coordinator on recruitment strategies.
- Assisting the Curriculum Coordinator in the effective delivery of an exciting academic and vocational curriculum.
- Tutoring a group of students, showing sensitivity to their needs, and encouraging the highest possible standards.
- Ensuring that the students' experience is varied, enjoyable, and that they achieve the highest academic and professional standards to enhance employability in the industry.
- Contributing to the development of the provision in terms of designing a varied curriculum which contributes to the development of new opportunities.
- Assisting the Curriculum and the team to develop an innovative and enhanced digital agenda for learning and creative activities.
- To have a flexible approach to curriculum developments, the design thereof and its delivery.

GENERIC DUTIES

In addition to the requirements of the post above, all members of the academic staff are required:

- To complete all associated organisation/administrative work, preparation and marking.
- To deal with immediate student disciplinary and welfare problems.
- To keep and maintain specified student and class records.
- To plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision.
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- To participate in Programme/School/College activities as requested, including parents' evenings.
- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average.
- To comply with Information Security requirements in line with College policy.
- To undertake such other duties as may be reasonably required commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

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STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Academic Staff applies.

SALARY

Lecturer Scale 1-6: £15,096.00 to £19,703.40 per annum (*actual*).

HOURS

Hours of attendance: Part-time, 22.2 hours per week.

Annual leave: 213.3 hours per annum (*pro-rata actual*), inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Degree, which is appropriate to the work.	✓	
Relevant successful teaching experience.	✓	
Teaching Qualification. <i>If you do not hold a Teaching Qualification, then you will be expected to complete a PGCert in Professional Practice, along with achieving Associate Membership of the Higher Education Academy, within two years (with the assistance of the College).</i>		✓
Knowledge and experience of current teaching and learning strategies.		✓
Postgraduate and / or relevant professional experience.		✓
Computer literacy.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to student's needs.	✓	

FACULTY OF CREATIVE ARTS

The Faculty of Creative Arts consists of Art and Design, Music and Performing Arts. Courses are offered at a range of levels from First Diplomas to Full BA Hons. The Faculty enjoys new, excellent and purpose built state of the art facilities which includes: our own art gallery, spacious studios, suites of Apple Mac computers, three darkrooms, high tech recording studios and a performance spaces.

Students' benefit from well-qualified experienced and dedicated staff. The average pass rate for full time students has been over 98% for the past five years. We have established an excellent record for placing students into established and highly regarded Higher Education establishments and employment.

Our excellent reputation, student results, progression and value added was acknowledged during the Ofsted visit in December 2013 when the college was considered outstanding in all areas namely teaching, learning and assessment, outcomes for learners, leadership and management and overall effectiveness.

In response to the quality of our staff and work, we have been allocated numbers to deliver a range of Higher Education Courses in partnership with Bath Spa. These include Foundation Degrees in Graphic Design, Contemporary Arts and Professional Studies, Music Production, Popular Music, Photography in Practice, Film and Video Production, Musical Theatre and Performing Arts. In addition, we offer top-ups to full BA Hons in Graphic Design, Contemporary Arts and Professional Studies, Musical Theatre and Performing Arts.

In addition to new curriculum offers in Higher Education and Further Education we are an Apple Authorised Training Centre for Education and deliver a number of highly successful summer and Saturday Schools

The success of the Faculty of Creative Arts is based on a strong belief in teamwork and a staff commitment to a student centred, quality experience. We hope you feel encouraged to apply and wish you success with your application.