

JOB DESCRIPTION

(as at June 2019)

Job Title:	Lecturer – Digital Art & Design
Responsible to:	Director – School of Art and Design
Responsible for:	All activities related to Lecturing role and Course Directorship
Functional Liaison with:	Internal Verifiers Course Directors Course Teams Staff both within and outside the School required
Main Purpose:	Lecturer and co-Course Director L3 Games Design & Development course
Maximum Annual Teaching Hours:	860

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Teach and assess across a range of programmes with particular focus on the Level 3 Digital Arts, Concept Design and Games Design, and other duties as required by the Director of School.
2. Plan, teach and assess on a range of digital art, graphic design and games/concept design/realisation across a range of courses. Engaging and innovative teaching is essential.
3. Participate in the development of existing and new course programmes and assume responsibility for areas of work as appropriate.
4. Participate in course team meetings, curriculum planning and materials development as appropriate.
5. Assist with marketing and publicity of all courses within the School as required.

6. Attend Parent, Career and other evenings as appropriate.
7. Liaise with schools, moderators, assessors, industrial bodies and employers as appropriate.
8. Liaise with internal and/or external verifiers as appropriate.
9. Carry out general duties attached to the post on the College premises.
10. Teach at any of the College's Regional Centres.
11. Actively promote equality and diversity.
12. Undertake any other duties commensurate with the grade as required by the Head of School or Faculty.

Conditions of Service

1. Hours of work: 35 hours per week
2. Holidays: 52 days pro-rata plus public holidays.
3. New appointments to the College are subject to a twelve month probationary period.
4. Contributory pension scheme with Teachers' Pensions Agency
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <p>BA Hons or equivalent qualification in an Art and Design subject.</p> <p>Teaching Qualification or Willingness to undertake any training or development as or when appropriate. It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post.</p> <p><u>Knowledge/Skills</u></p> <p>Skills in art and design.</p> <p><u>Experience:</u></p> <p>Experience with Adobe and 3D software.</p> <p>Proven ability to teach engaging lessons and for learners to be challenged to reach high quality outcomes and results.</p> <p>Planning of delivery and educational administration. Track history of innovative and successful assignments.</p> <p><u>Personal Qualities:</u></p> <p>Passionate about art education and encouraging aspirations, particularly 16-19 year age group.</p> <p>Enthusiastic to work as a member of a team.</p> <p>Reliable and Proactive.</p> <p>An ability to meet the administrative demands</p>	<p><u>Qualification:</u></p> <p><u>Knowledge/Skills:</u></p> <p>Knowledge of demands of Further Education teaching and assessment.</p> <p>Ability to teach a range of art and design work.</p> <p><u>Experience:</u></p> <p>Teaching Further Education students.</p> <p>Teaching digital, concept art and games design skills</p> <p><u>Personal Qualities:</u></p>	<p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p>

of the role.		
<u>Training:</u> Willingness to undertake any training or development as, or when, appropriate.	<u>Training:</u>	

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.