

**Job Description**

# **Job Title:** Lecturer: Photography & Digital Art

**School:** Creative Arts

**Location:** Crosskeys

**Responsible To:** Head of School

**Job Purpose:** To deliver high quality tuition and assessment in your specialism and related subjects across the appropriate curriculum range.

## Principal Responsibilities

1. Teaching and Assessment

1. To implement effective teaching strategies on a variety of courses and programmes.

1. To deliver teaching strategies using a variety of teaching methodologies to accommodate different levels of ability and the demands of different curricular areas and activities.

1. To prepare and update course content and materials and assignments to ensure relevance to the learning situation and curriculum initiatives.

1. To deliver teaching on full time, part time day and evening courses as required.

1. To take responsibility for course/ personal tutor-ships and assist with the welfare, guidance, counselling and induction of learners as required.

1. To assess, record and evaluate learner’s progress and course work and provide constructive feedback and guidance to encourage learning and improve the quality of the learning experience for learners.

1. To ensure that all learners within the School receive appropriate enrichment activities and support services.

1. To oversee and take responsibility for practical projects both internal and external to the College and visits to alternative venues.
2. Quality, Development and Marketing
3. To carry out Internal/External Verification activities and comply with the internal quality systems and processes.

1. To work with colleagues to develop courses as appropriate to meet local, industrial and commercial needs.

1. To liaise with a range of agencies as required, such as student placements and feeder schools.

1. To actively participate in the marketing and promotional activities.

1. To participate in Open Days and Parents’ Evenings as requested and in the interview and selection process for prospective learners.
2. Team Contribution
3. To attend and contribute to team meetings.

1. To be supportive of colleagues and assist in the development of the team working

1. To work with all staff to ensure that the College meets its Aims and Objectives, quality standards and performance targets.

1. To provide regular and constructive feedback to the Head of School and other managers as required/ requested.
2. Administration

1. To maintain accurate registers and associated documentation in line with Financial Procedures.

1. To manage learner records in line with Management Information Services procedures.

1. To meet the administrative demands of validating and examining bodies.
2. Policy and Procedure

1. To comply with all College Policies and Procedures including Financial Regulations and Procedures.

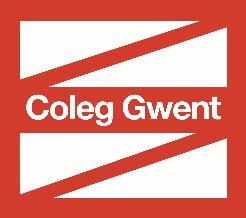
1. To ensure equality of opportunity in service delivery and course content

1. To undertake all duties in line with Health & Safety Policy and undertake risk assessments as appropriate

1. To ensure that all activities are compliant with the General Data Protection Regulations.
2. To promote the college’s core values and incorporate them into all aspects of the role.

1. To be responsible for supporting and supervising learners, including taking action to ensure acceptable behaviour at all times.

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| **Note:**   1. **As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.** 2. **This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.** 3. **This description is not intended to establish a total definition of the job, but an outline of the duties.** 4. **All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.** |



Person Specification

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| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| 1. **Qualifications** | | | |
| 1. Teaching Qualification, PGCE, or must be prepared to obtain within a specified period after appointment |  |  | Application form/Interview |
| 1. Degree or relevant professional qualification |  |  | Application form |
| 1. Assessor awards |  |  | Application form |
| 1. **Knowledge & Experience** | | | |
| 1. Delivery of teaching Photography and Digital Art |  |  | Application form/Interview |
| 1. Ability to use a range of teaching methodologies |  |  | Application form/Interview |
| 1. Course leadership and personal tutor experience |  |  | Application form/Interview |
| 1. Internal verification / Moderation experience |  |  | Application form/Interview |
| 1. **Skills & Attributes** | | | |
| 1. Excellent interpersonal and presentation skills |  |  | Interview |
| 1. Customer focused |  |  | Interview |
| 1. Ability to work under pressure and meet deadlines |  |  | Application form/Interview |
| 1. Ability to deliver teaching effectively across all levels, to include HE |  |  | Application form/Interview |
| 1. Provide advice and guidance to learners |  |  | Application form/Interview |
| 1. Ability to establish positive working relationships with colleagues |  |  | Application form/Interview |
| 1. Ability to produce high standard documentation and recording |  |  | Application form/Interview |
| 1. Ability to use the Welsh language in teaching & learning and/or general communication or willingness to undertake training. |  |  | Application form/Interview |
| 1. **Additional Requirements** | | | |
| 1. Able to travel as required to fulfil the requirements of the role |  |  | Interview |
| 1. Be able to work evenings and to comply with changing time table requirements |  |  | Application form/Interview |
| 1. To act as an ambassador for the College |  |  | Interview |