### Job Description

**POST:** Lecturer (FE Art & Design – Graphic & Digital Design)

**SALARY:** Progression to point 14 on Lecturer Scale

**LOCATION:** Middlesbrough

**LINE MANAGER:** Cluster Leader

## SAFEGUARDING STATEMENT:

## The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

## JOB PURPOSE:

Assist the Cluster Leader in the delivery of courses, ensuring a high quality of teaching and learning for students and effective student achievement and progression.

# Main Duties & Responsibilities:

1. Teach to a standard that is demanding and appropriate to the type of course and level of students;
2. Be responsible for teaching and effective student learning in the main subject area(s) and the promotion of Maths and English delivery/development;
3. Undertake teaching duties as directed, and to prepare teaching and learning materials;
4. Set, supervise and assess students’ work in accordance with the policies of the School;
5. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for tutorial guidance of students;
6. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post;
7. Support the Cluster Leader in the administration for Courses, including the maintenance of the School’s quality systems related to Courses;
8. Support the Cluster Leader in securing the relevance of teaching to curriculum needs;
9. Be able to deliver a high level of technical and industrial expertise and practical knowledge in different areas of design and presentation;
10. Continually develop and maintain links with industry and/or HE providers as appropriate to maintain freshness of provision throughout all modules and students’ vocational / careers guidance;

1. Use industrial links as above to facilitate work experience, live projects, educational visits and employment as relevant, and to be responsible for organising and supervising them;
2. Maintain awareness of major issues in current education practice in the FE/HE sector;
3. Participate in student recruitment and admissions processes as required;
4. Flexible to work across different courses if/when required;
5. To have a student centric approach to delivering strategies to support all learners to achieve their potentials regardless of any protected characteristics;
6. In addition to the duties listed above, the post holder may be required to perform some or all of the following: management of courses and curriculum development; consultancy; leadership and staff management; and additional administrative tasks, where appropriate.

**General Duties:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Cluster Leader, Head of FE, the Vice Principal (Student Experience) or the Principal.
9. This list is not exhaustive and is only an indication of responsibilities.

Signed: Date:

Lecturer

Signed: Date:

Rob Kane – Head of FE

##### Person Specification

**Lecturer**

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE |
| --- | --- | --- |
| Qualifications |  |  |
| Honours degree (or equivalent) or willingness to work towards in a specified time scale, or exempting professional experience | Y |  |
| Teaching qualification, preferably PGCE / Cert Ed /equivalent or a commitment to completing a recognised teaching qualification if appointed.” | Y |  |
| Postgraduate qualification in a relevant field |  | Y |
| Experience / Knowledge |  |  |
| Experience of teaching / training preferably of teaching within the FE sector |  | Y |
| Experience of working with children | Y |  |
| Knowledge of qualifications at FE level in Art and Design | Y |  |
| Practical current experience of working within the industry – up to date knowledge of trends / ideas / working practices in the sector | Y |  |
| Knowledge of current industrial contacts | Y |  |
| Competent across the full range of process, e.g. traditional, digital and new technology | Y |  |
| Fully conversant with a range of design IT packages such as – Adobe Suite, and new software trends. Ability to work on Mac and PC platforms. | Y |  |
| Able to use general Microsoft IT packages for the preparation of learning materials | Y |  |
| Access to transport for work purposes |  | Y |
| **Knowledge, skills and abilities** |  |  |
| Ability to demonstrate commitment to the programme/course, the team, the students and the School | Y |  |
| Self-motivated and creative | Y |  |
| Planning and organisational skills with the ability to meet tight deadlines | Y |  |
| Ability to be innovative in curriculum delivery | Y |  |
| Able to inspire & enthuse students to initiate fresh ideas and see them through to completion | Y |  |
| Excellent verbal communication skills - able to communicate effectively with students, School staff at all levels, and with parents | Y |  |
| Good written communication skills – able to write effective schemes of work, lesson plans, assessment documentation and contribute to team self assessment | Y |  |
| Able to work effectively as a member of a team, across FE and HE | Y |  |
| Able to deal effectively with people at all levels | Y |  |
| Willing to deliver hours flexibly according to need | Y |  |
| Adaptable – able to respond quickly to varying needs of the service |  |  |
| Committed to regular updating of skills and knowledge | Y |  |
| Reliable, punctual and flexible | Y |  |
| Knowledge of current issues and developments within FE and their impact on the delivery of art & design subjects |  | Y |
| Knowledge of administration requirements of FE sector |  | Y |
| Knowledge of the progression routes within Further & Higher Education and the range of qualifications at The Northern School of Art. |  | Y |
| Professional presentation of work and self | Y |  |