### Job Description

**POST:** Lecturer in HE - BA (Hons) Costume Interpretation with Design

**HOURS:** Average of14 hours per week (annualised hours)

**LOCATION:** Hartlepool site

**LINE MANAGER:** Faculty Leader

## JOB PURPOSE:

Assist the Faculty Leaderand team to deliver the BA (Hons) Costume Interpretation with Design programme ensuring a high quality of teaching and learning for students, and effective student achievement and progression.

We are seeking a dynamic lecturer with a strong knowledge of costume design and construction as well as experience within industry.

Bringing your own specialist skills and understanding of the market place, you will be integral to developing the delivery of this innovative programme.

You will be comfortable teaching both to small and large cohorts as well as individual tutorials, and have the ability to support and encourage a diverse range of students.

Working with the team you will be responsible for the delivery of the curriculum across Level 4, 5 and 6 and maintaining administrative processes.

The successful candidate should have very good interpersonal, communication and organisational skills, experience of teaching is not essential, but desirable; equivalent professional experience or profile is welcomed.

# Main Duties & Responsibilities:

1. Teach Costume and related subjects to a standard that is demanding and appropriate to the type of programme and level of students.
2. Be responsible for teaching and effective student learning.
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. Ensure that any scholarly activity or research undertaken informs curriculum development and meets DAPs aims and objectives.
6. Ensure that any scholarly activity undertaken is completed and has a positive measurable effect on student experience.
7. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for pastoral and academic tutorial guidance of students.
8. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post.
9. Support the Faculty Leader in the administration of the programme, including the maintenance of the School’s quality systems related to programmes.
10. Support the Faculty Leader and team in securing the relevance of teaching to curriculum needs.
11. Offer technical, conceptual and contextual support to students across a wide range of practices, bringing specialist knowledge and professional experience from one main area or discipline.
12. Experience of directing student and or professional productions.
13. Skills to deliver sessions to HE level in Costume interpretation and design
14. Continually develop and maintain links with industry and HE providers to maintain freshness of provision throughout all modules and students’ vocational / careers guidance.

1. Use industrial links as above to facilitate 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 directed.

**General Duties:**

In addition to the duties listed above, the post holder may be required to perform some or all of the following:

1. Management of learning programmes and curriculum development; consultancy; leadership and staff management; and additional administrative tasks, where appropriate.
2. Be committed to scholarly activity and research as part of personal professional development and, in particular to maintain an up-to-date knowledge of developments within the Illustration profession.
3. Ensure that any scholarly activity or research undertaken informs curriculum development, enhances student experience and meets DAPs aims and objectives;
4. Working with the programme team to set, monitor and review appropriate KPIs for scholarly activity and research for your programme area.

**GENERAL ACCOUNTABILITIES:**

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 Faculty Leader or the (Vice Principal) Higher Education.
9. This list is not exhaustive and is only an indication of responsibilities.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  | Lecturer – Costume | | |
|  |  | | |
| Signed: |  | Date: |  |
|  | Vice Principal (Higher Education) | | |

#### **Person Specification**

Lecturer in Costume

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE | Application form / CV | Interview / selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| Honours degree in your subject specialisation (or equivalent industry experience) | Y |  | Y |  |  |
| Willing to work towards a teaching qualification | Y |  | Y |  |  |
| Postgraduate qualification in a relevant field or equivalent professional experience |  | Y | Y |  |  |
| Experience / Knowledge |  |  |  |  |  |
| Experience of working with children or vulnerable adults | Y |  | Y | Y | Y |
| Knowledge of current curriculum requirements at HE for Costume | Y |  | Y | Y | Y |
| Some recent experience of teaching at an appropriate level | Y |  | Y |  | Y |
| Practical experience of working on Costume design and construction | Y |  | Y |  | Y |
| Competent across a range of Costume areas | Y |  | Y | Y | Y |
| Able to use general Microsoft IT packages for the preparation of learning materials | Y |  | Y |  | Y |
| Competent in a range of Adobe software packages including Illustrator and Photoshop | Y |  | Y | Y | Y |
| Range of current industrial, creative, contacts in the Costume sector | Y |  | Y | Y | Y |
| Knowledge of current issues in HE and their impact on the delivery within Costume |  | Y | Y | Y | Y |
| Knowledge of administration requirements of the HE sector |  | Y | Y | Y | Y |
| Knowledge of costume theory, critical thinking and practice and History | Y | Y | Y | Y |  |
| Knowledge of current costume opportunities, scholarships and future careers |  | Y | Y | Y | Y |
| Knowledge of the progression routes within the industry |  | Y | Y | Y | Y |
| Access to transport for work purposes |  | Y | Y |  |  |
| Preferred Skills / Abilities |  |  |  |  |  |
| Ability to demonstrate commitment to the programme, the team and the students | Y |  |  | Y | Y |
| Self-motivated and creative | Y |  |  | Y | Y |
| Planning and organisational skills with the ability to meet tight deadlines | Y |  | Y | Y | Y |
| Ability to be innovative in curriculum delivery | Y |  |  | Y | Y |
| Ability to inspire and enthuse students to initiate fresh ideas and see them through to completion | Y |  |  | Y | Y |
| Good communication skills, both written and verbal | Y |  | Y | Y | Y |
| Able to work effectively as a member of a team | Y |  | Y | Y | Y |
| Able to deal effectively with people at all levels | Y |  |  | Y | Y |
| Flexible and reliable | Y |  |  | Y | Y |
| Committed to regular updating of skills and knowledge | Y |  | Y |  | Y |