

Capital City College Group Job Description and Person Specification

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| Post: | Hourly Paid Lecturer in Art and Design |
| Contract: | Hourly paid Lecturer |
| Reporting to: | Curriculum Manager of Creative Media, Arts and Design |
| Salary: | £26.83 per hour or £28.47 per hour (QTS Qualified) |

Key Purpose

You will be responsible for supporting the development and progression of students in UAL Level 3 Subsidiary Diploma in Visual Arts and Level 2 Art and Design. Working on a wide range of units which are contextual, practical and technical.

Main Duties and Responsibilities

- Facilitate student group and team activities as part of their learning programme.
- Provide lectures, group and individual teaching sessions to support learners progress through the learning platform resources.
- Oversee and monitor students use of the learning platform and content to support their software engineering and personal development
- Monitor and audit students work to identify how to support individual students to progress.
- Provide Tutorials for students throughout the year on relevant subjects
- Keep clear records of all student activity and progress
- Complete regular reviews with students, identifying and overcoming any barriers by providing support as required and creating a ILP to suit the student
- Support students with different requirements during the learning and assessment process, this can include personal development related to the course, working around study and exam schedules and selecting specialization modules within the curriculum
- Liaise with college student support services to ensure students have the access to support they require.
- Engage with employers and partners as required to provide enrichment to the programme,

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.

- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

| | Criteria | Essential | Desirable |
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| Qualifications / Professional Development | An art and design background | X | |
| | Possession of a recognized training qualification or the willingness to work towards one | X | |
| | A relevant Art and Design degree or comparable job-related experience | X | |
| | Industry experience in art and design | | X |
| Knowledge / Experience | Experience of teaching UAL qualifications | | X |
| | Strong experience in working with Level 2 learners and managing different behaviour. | X | |
| | Understanding of how to adapt and vary training methods in order to make learning more effective for students of different age groups | X | |
| | An understanding of and commitment to the Colleges policies on equality of opportunity and a willingness to promote these in all aspects of the work | X | |
| Skills / Abilities | Ability to work with all levels of staff within and outside of Creative Media, Art and Design | X | |
| | The ability to assess the abilities and needs of the students | X | |
| | Be able to monitor students progress, set appropriate targets and achieve high levels of student success and positive destinations | X | |
| | The ability to involve students and participate effectively in a vibrant range of enrichment | X | |

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| | High Level of organising and administrative skills and an ability to carry out admin and student support / tracking duties consistently and to a very high standard | X | |
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