

Westminster Kingsway College Job Description and Person Specification

Post:	Production Arts Lecturer
Contract:	52 Weeks Permanent
Hours:	0.4 F.T.E
Reporting to:	Curriculum Manager for Music & Performing Arts
Salary:	££29,641– £43,150 per annum (Pro Rata)

Key Purpose

Planning and teaching lessons to production arts students and marking their work.

Main Duties and Responsibilities

In addition to the duties laid down by WKC conditions of service, the post holder will:

- You will be responsible for supporting the development and progression of students in UAL Level 3 Diploma and Extended Diploma in Production Arts.
- Planning exciting and industry relevant lessons.
- Marking a share of the student's project work.
- Ensuring the students are achieving to their full potential by keeping track of their attendance and punctuality.
- Working as part of a dynamic team to ensure the student experience is second to none.
- Liaising with different departments to achieve relevant industry experience of collaborative practice and process.
- Preparing equipment, materials and setting up equipment and other resources for the classroom lessons.
- Work flexible hours between 9am and 7pm on an 'as needed' basis.
- Successful candidate will have to slot in quickly, it is extremely desirable they have strong passion for teaching and learning.
- Ensuring the health and safety of staff, students and visitors to the workshops and classrooms.
- Participating in the maintenance of satisfactory standards of safety and security in accordance with college policy and relevant legislations.
- Keeping up to date with health & safety requirements.
- Other appropriate teaching and technical duties as requested by the Centre management team. This may involve work in any area of the department and on any of the college sites.

Expectations of the Post Holder

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Currently working within the music industry as a professional practitioner.

- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A teaching qualification is desirable, though not necessary if the applicant has a production arts degree.		x
	A degree in Production Arts		x
Knowledge / Experience	Knowledge of Production Arts from a professional level and/or as a student.	X	
Skills / Abilities	Ability to work as a member of a team in a teaching environment.	X	
	Ability to set up/pack down and maintain a professional Theatre	X	
	Ability to act as a course tutor to one or more groups	X	
	Ability to communicate effectively with staff and students	X	
	Ability to operate prescribed systems relating to teaching organisation including keeping appropriate written and computerised records.	X	

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person

Specification using each criterion as a separate heading.