

Job description: Sessional Lecturer - Printmaking

Status	Fixed Term Contract
Base	Waterloo Centre <i>Post holder may be required to work across College sites and at other locations</i>
Grade	Hourly Paid
Salary	£31.01 per hour plus £7.54 per hour holiday pay paid on a termly basis
Hours of work (per week)	Variable
Reports to	Programme Area Manager
Manager to	No line management responsibility

ROLE PURPOSE

To work with the Programme Area Manager to develop and deliver new short courses and offer cover to the range of classes in the department.

With skills in traditional or new printmaking techniques and the experience to deliver short courses designed to introduce new students to printmaking. We are particularly interested in applications from specialist teachers who work across bookbinding, printmaking and illustration- or a combination of these disciplines.

Flexible, able to problem solve, devise fun and engaging short courses. We are also looking for tutors who have the confidence and skills to provide cover, sometimes at short notice.

To plan, design, deliver, assess, evaluate and manage classroom activities within the designated subject area(s), providing the highest levels of quality in the delivery of teaching, learning and assessment to students at all levels within the College curriculum.

MAIN ACCOUNTABILITIES

1. To teach the agreed courses in a flexible and creative way, across printmaking and/ or bookbinding and Learning, Teaching and Assessment Policy, to meet both the needs of the students and the course requirements.
2. To follow College and Departmental quality assurance procedures by maintaining and completing up-to-date group profiles, course outline forms, lesson plans, schemes of work, records of assessment of students' progress and achievement, evaluation data on course activities and tutor course reports.
3. To undertake course administration including maintaining a course register and checking students' enrolment status.
4. To provide induction and advice and information to students on the requirements of the course programme and possible progression routes.
5. To work co-operatively with the programme area including supporting the PAM/ Head of School (HoS) in promotional and marketing activities for the programme and the courses taught and participating in departmental curriculum development on a yearly basis.
6. To keep up to date in the subject specialist area and seek to develop new skills including IT/ Digital skills in response to changes.
7. To attend relevant training and meetings as required.
8. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement by the College for CPD or scholarly activity as appropriate
9. To contribute to the effective management and promotion of equality and diversity; this includes using teaching materials and methods that are relevant to a diverse student group and embedding British values with your teaching in accordance with the Government's Prevent strategy
10. To adhere to the professional standards for teachers and trainers in education and training as developed by The Education and Training Foundation
11. To adhere to the College's Professional Standards for Tutors using Technology. Staff will be supported to achieve these standards and will be required to undertake any appropriate training.
12. To work in accordance with the Health & Safety at Work Act and College safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors
13. To work at all times in accordance with Morley College's policies and procedures and Staff Competency Framework
14. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post

GENERAL COLLEGE RESPONSIBILITIES

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will, for the most part, work independently but will be responsible to the Programme Area Manager/ Head of School and will be in regular liaison with the Academic Administrator.

The post holder will attend meetings and may work with other tutors within the Programme area and wider College on occasion.

The post holder will also have contact with Professional Services staff in the wider College.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

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Essential Criteria:

- Educated to degree level or equivalent in a relevant subject
- PTTLs, or Level 3 Award in Education or Training, or equivalent
- Extensive printmaking experience, including in relief, intaglio, carborundum, drypoint, collagraph and photographic processes
- good knowledge of contemporary and historical printmaking and able to present ideas and concepts
- current practice as a printmaker
- Successful experience of delivering high quality teaching in the relevant subject to adult learners of mixed ability in group settings
- Demonstrable experience of devising and maintain course materials of a high standard that are suitable for the needs of a variety of different learners.
- Demonstrable experience of using appropriate teaching and learning methods, to communicate the subject and encourage learners from a range of backgrounds and communities to progress.
- Demonstrable experience of recognising and meeting student's needs and expectations through teaching

- Demonstrable evidence of promoting equality and diversity through teaching
- Good organisational and administrative skills, with experience of successfully planning, assessing and evaluating teaching and learning
- Excellent interpersonal and communication skills with the proven ability to work and contribute as part of a team and communicate appropriately with students and staff across the College.
- Basic proficiency in word processing, spreadsheet and presentation programs
- Able to find websites and online resources; utilise them effectively in teaching and learning; share and keep addresses for reference
- Manage a College email account, including receiving and responding to messages to individuals and groups
- The ability to use classroom teaching technologies provided, e.g. data projector, PC & interactive whiteboard
- Enthusiasm for the subject taught
- The ability to work independently with minimal supervision
- A commitment to continuing professional development with an interest and ability in developing new approaches to teaching.
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

Desirable Criteria

- Understand what a virtual learning environment is and the ways in which it can support learning
- Understand and deliver collaborative learning using technology to a basic standard, e.g. forums
- Create, store, retrieve and share cloud-based resources, e.g. Google Drive
- Understand the issues around copyright and know where to find copyright free resources
- An interest in sustainable practice, alternative, low-tech printmaking methods and innovative approaches to presentation of work
- An interest in developing and managing new courses

November 2024