Job Description

POST: Lecturer (Creative Practitioner)

SALARY: Pay Point 9

LOCATION: Hartlepool

LINE MANAGER: Faculty 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.

Description:

Working alongside the Senior Lecturers, Lecturers (Creative Practitioners) will take on a full-time teaching commitment and enrich the student experience through developing and delivering high-quality teaching and learning. They will also provide high-quality feedback and feedforward from assessments and tutorials, maintaining an exceptional standard of academic support and appropriate pastoral care to provide the best opportunity to ensure that students achieve and progress.

They will have a relevant subject specialism but also work across programmes as required to deliver and demonstrate their specialist skills to students.

Main Duties and Responsibilities:

1. Teach, demonstrate, or instruct to a standard that is demanding and appropriate to the type of programme and level of students, and prepare appropriate teaching and learning materials.

2. Set, supervise and assess students' work in accordance with the policies of the School including module leadership.

3. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for appropriate pastoral and academic tutorial guidance of students.

4. Ensure that any scholarly activity or research undertaken informs or enhances curriculum development. The activity is complete on time and meets the Schools aims and objectives including the objectives of the academic strategy.

5. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post.

6. Support staff in ensuring moderation procedures take place in accordance with current School policy and the regulations of the validating bodies and support academic staff on any programme to manage these procedures.

7. Ensure the organisation of Education Visits in line with School policy (as appropriate).

8. Ensure that they and other faculty members follow School policies and procedures.

9. Notify senior staff if they are aware of shortages or changes in staffing and timetables.

10. Co-ordinate timely and appropriate interviews for applicants to any programme as directed by senior staff.

11. Be committed to personal professional development and proactively maintain an up-to-date knowledge of academic, vocational or technical developments in your own specialism.

12. Be responsible for ensuring the accurate recording of student attendance and assessment.

13. Ensure applications to HE are completed and processed correctly.

14. Support senior staff in the administration of the programme, including the maintenance of the School's quality systems related to programmes.

15. Participate in student recruitment and admissions processes as directed.

16. Liaise with the School's student services staff with respect to learners with specific learning difficulties and disabilities to ensure appropriate support and adjustments throughout the programme.

17. Offer specialist technical, conceptual and contextual support to students.

18. Develop and maintain links with industry to enhance provision and retain currency of provision to support links to vocational/careers guidance.

19. Use industrial links as above to facilitate live projects, educational visits and employment as relevant, and to be responsible for organising and supervising them.

20. Maintain awareness of major issues in current education in teaching and learning practice and champion these within the School.

21. Develop and support internal and external student progression from FE to HE as required.

22. To help where appropriate and safe to do so, in moving equipment and classroom materials in the preparation of areas for student delivery.

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).

This list is not exhaustive and is only an indication of responsibilities.

Person Specification - Lecturer (Creative Practitioner)

Specification, whether essential or desirable, and where the specification will be tested	ESSENTIAL	DESIRABLE
Qualifications		
Honours degree in your subject specialisation (or equivalent industry experience)	Y	
Hold or willing to work towards a relevant teaching qualification either PGCE or equivalent HE Teaching Qualification	Y	
Hold or willing to work towards a postgraduate qualification in a relevant field but must have good equivalent professional experience	Y	
FHEA Membership		Y
Relevant industry experience	Y	
Experience / Knowledge,		
Teach, demonstrate, and instruct to a standard that is demanding and appropriate to the type of programme and level of students, and prepare appropriate teaching and learning materials	Y	
Monitor and track academic performance and student support undertaking designated tutorial duties, assuming responsibility for appropriate pastoral and academic tutorial guidance of students	Y	
Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for appropriate pastoral and academic tutorial guidance of students	Y	
Demonstrate ability to work across disciplines in a range of roles including module leader using skills from your specialist area	Y	

Specification, whether essential or desirable, and where the specification will be tested	ESSENTIAL	DESIRABLE
Provide high quality feedback and feed forward from assessments and tutorials, maintaining an exceptional standard of academic support and appropriate pastoral care	Y	
Able to prepare digital learning materials for delivery in class or online	Y	
Competent in a range of Adobe software packages including-Lightroom, Photoshop and Premier	Y	
Maintain a range of current industrial, creative, contacts in your sector	Y	
Knowledge of current issues in HE and their impact on the delivery within your specialisation	Y	
Knowledge of administration requirements of the HE sector		Y
Knowledge of theory, critical thinking the practice and History within your subject specialism	Y	Y
Knowledge of current performance opportunities, scholarships and future careers		Y
Knowledge of the progression routes within the industry		Y
Access to transport for work purposes		Y
Preferred Skills / Abilities		
Ability to demonstrate commitment to the programme, the team and the students	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	
Ability to inspire and enthuse students to initiate fresh ideas and see them through to completion	Y	

Specification, whether essential or desirable, and where the specification will be tested	ESSENTIAL	DESIRABLE
Good communication skills, both written and verbal	Y	
Able to work effectively as a member of a team	Y	
Able to deal effectively with people at all levels	Y	
Flexible and reliable	Y	
Committed to regular updating of skills and knowledge	Y	