

Job Description

JOB TITLE:	Creative Arts Lecturer – Art and Design Specialist
GRADE: £44,091FTE)	T1 to T11 £26,475.24 to £38,132.76 (£30,612 to
HOURS:	0.83 FTE (32 Hours)
REPORTS TO:	Programme Manager
CAMPUS:	BCA
JOB PURPOSE:	To teach on and contribute to the development and support for a range of programmes from Entry Level 1 to HE. To work closely with other members of staff both within the area and across other college areas. .

Main Duties

1. To teach on a range of programmes within the department.
2. To act as personal tutor.
3. To be lead course manager for agreed programmes.
4. To contribute to curriculum development.
5. To actively support students with specific educational needs and attend EHCP reviews as required.
6. To contribute to the marketing of programmes, recruitment and interviewing.
7. To play an active part in the development of the flexible curriculum and the learning materials to support this including the College's virtual offer.
8. To develop external contacts and promote industry based work including industry experience placements where applicable.
9. To contribute to the coordination and administration of identified programmes.
10. To demonstrate commitment to their professional development.
11. To be proactive in maintaining and developing quality standards on all programmes and demonstrate a commitment to quality improvement.
12. To adhere to policies, procedures and values of BCA.
13. To undertake Health and Safety and Safeguarding training as required.
14. To undertake necessary Health and Safety responsibilities and duties as required by this post.
15. To undertake any necessary Data Protection duties and responsibilities as required by the post.
16. Such other duties as required which are broadly consistent with the general functions and grading of this position.

Common Responsibilities

In addition to the specific tasks which distinguish one job from another, and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment. These are as follows:

- 1 To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
- 2 To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
- 3 To encourage students to respect others and value their individuality.
- 4 To safeguard the reputation of the College and promote College achievements.
- 5 To encourage students and visitors to take a pride in their environment and treat it with respect.
- 6 To protect confidential information about, or in the possession of, the College.
- 7 To promote diversity and inclusion in the conduct of your work.
- 8 To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
- 9 To follow and promote all statutory regulations and College standing instructions, policies and procedures including regulations for students, security and emergency procedures.
- 10 To maintain and encourage others to follow College policies on Health and Safety.

- 11 To maintain high standards of welfare of animals at all times and encourage the same in others.
- 12 To keep informed of new developments in your own field and act as mentor for colleagues as appropriate.
- 13 To maintain at all times, good professional relations with colleagues, students and the public.
- 14 To dress appropriately to maintain standards in personal presentation, tidiness and safety.
- 15 To keep physical assets belonging to the College in good order and free from damage and misuse and report maintenance and repair promptly.
- 16 To use College resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
- 17 To observe College policies and practices for the protection and enhancement of the environment, and be aware of and comply with the environmental legislation relating to all aspects of the College's resource and property management.
- 18 To take personal responsibility for acting professionally and competently when serving as a college representative internally or externally on a committee or at an event.

General Duties

1. Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of students.
3. Maintain student morale and discipline within the college site.
4. Through CPD ensure you keep up to date with relevant industry and academic development.

5. Conduct yourself whilst undertaking college duties within the parameters of the Group's values.
6. Any other duties commensurate with the level of responsibility within the Group.

NOTE

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION - Creative Arts Lecturer – Art and Design Specialist

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 maths	X		AF
Degree or relevant vocational qualification	X		
Relevant Level 5 Teaching qualification (or committed to work towards in line with contractual requirements)	X		
Level 3 Assessor Award		X	
Professional Development			
Evidence of ongoing professional development	X		
Experience			
Experience of teaching programmes on relevant subject	X		
Teaching experience in FE context	X		
Experience of teaching on BTEC programmes L1-L3 in relevant subject		X	
Curriculum development experience		X	
Industry related work experience		X	
Ideally experience course leading at level 3		X	

SKILLS, KNOWLEDGE AND ABILITIES			
Ability to embed English and Maths into vocational teaching	X		
Ability to lead and work effectively as part of a team and delivering an integrated programme	X		
Excellent communication skills	X		
Good administrator – well organised	X		
Able to work on own initiative	X		
Enthusiasm and commitment	X		
IT literate	X		
Flexible approach	X		
Experience of working within a College or educational environment		X	
Other			
Demonstrate a strong commitment to Equality and Diversity	X		
An understanding of the needs and challenges of teaching a range of students	X		
Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	X		
Commitment to College policies	X		
DBS Check acceptable to College will be undertaken for successful applicant	X		
General awareness of cultural diversity		X	
Driving licence and/or access to personal transport (due to College location)		X	

KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation