



Job Description

JOB TITLE:	Lecturer in Interior Design (Permanent)
HOURS:	0.58 FTE (14.5 teaching hours)
REPORTS TO:	Head of Department - Creative & performing Arts
RESPONSIBLE FOR:	Delivery of high quality teaching and effective learning.
CAMPUS:	Windsor
JOB PURPOSE:	To teach Level 3 Interior Design

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Plan and deliver high-quality, engaging teaching and learning across Level 3 Interior Design, meeting the requirements of the qualification and awarding body.
2. Deliver practical and theoretical Interior Design skills, including design development, space planning, technical drawing, materials, colour, lighting and visual presentation.
3. Teach and support learners in the use of relevant digital design and visualisation software and industry-standard working practices.
4. Regularly assess student work and progress, providing constructive feedback and preparing appropriate progress reports.
5. Maintain accurate and timely student records, including registers, assessment information, achievement data, withdrawals and transfers.
6. Monitor student attendance, engagement, progress and behaviour, implementing appropriate support and intervention where required.
7. Keep up to date with curriculum developments, BTEC assessment requirements and current professional practice within the Interior Design industry.
8. Contribute to the development, review and improvement of the Interior Design curriculum, including the development of engaging projects, assignments and live briefs.
9. Work effectively as part of the Creative Arts team, contributing to standardisation, internal verification, curriculum planning and quality improvement activities.
10. Develop and maintain appropriate links with the Interior Design industry, employers and Higher Education to support work-related learning and student progression.

11. Participate in College activities including open evenings, exhibitions, student showcases, parents' evenings, recruitment events and other curriculum-related events.
12. Undertake course coordination responsibilities where required and carry out any other duties commensurate with the grading and responsibilities of the post.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- *The continuing development and implementation of the College's Diversity & Equality Policy.*
- *The management of risk within the College*
- *The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.*
- *The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.*
- *The principles and procedures set out in the College's Data Protection Policy*

October 2026

PERSON SPECIFICATION

Lecturer- Interior Design

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Appropriate degree and/or relevant vocational qualification in Interior Design or a closely related discipline (please state this in your application)	✓		AF
An endorsed teaching qualification or willingness to work towards one (please state this in your application)	✓		AF
Educated to a minimum Level 2 (GCSE grade 4/C or equivalent) in Maths and English	✓		AF

EXPERIENCE			
Relevant professional or industry experience within Interior Design	✓		AF/IV
Experience of developing Interior Design projects from concept through to final design and presentation	✓		AF/IV
Experience of teaching or supporting learners within Further Education or a relevant educational setting		✓	AF/IV
Experience of delivering and assessing Level 3 vocational qualifications		✓	AF/IV
Relevant professional or industry experience within Interior Design	✓		AF/IV

SKILLS / KNOWLEDGE / ABILITIES			
Strong knowledge of contemporary Interior Design practice, including space planning, materials, colour, lighting and design development	✓		AF/IV
Ability to communicate design ideas through drawing, technical drawing, mood/concept boards and professional presentation	✓		AF/IV
Competence in relevant digital design and visualisation software, such as AutoCAD, SketchUp and/or Adobe Creative Suite	✓		AF/IV
Ability to develop engaging, practical and industry-relevant projects for Level 3 learners	✓		AF/IV

Strong communication, organisation and team-working skills	✓		IV
Ability to meet deadlines, work independently and effectively monitor and support learner progress	✓		IV
Knowledge of current Interior Design industry developments and progression opportunities		✓	AF/IV

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