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### **Job Description**

### **Lecturer: Fashion, Textiles and Art**

Title of Post: Lecturer: Fashion, Textiles and Art and Design

School: School of Creative Studies

Hours: 28.8 hours per week, 52 weeks per year (0.8 FTE). Potential days to be worked: Monday, Tuesday, Thursday and Friday

Grade: Uxbridge College Academic Pay Scale pt. 24 - 36

Reporting to: Section Managers – Fashion, Art and Design

Base: Uxbridge

**BACKGROUND:**

The post of lecturer involves considerable subject-based and pedagogic knowledge and understanding. It is essential that the post holder is motivated to keep up-to-date with developments in their professional area and also in teaching and learning practice. Lecturing duties include all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensure that they demonstrate the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement college policies. Further Education is an ever-changing service and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

# MAIN PURPOSE OF POST:

The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning. To teach, develop and improve programmes of study in Fashion ,Textiles and Art and Design

**Design and Delivery of Programmes**

* Teach on a range of fashion and art related disciplines (particularly design, research/design sourcing and fabric manipulation/textiles) on the following programmes:

L2 Dip in Fashion Business and Retail

Level 2 Art and Design

L3 A&D - Fashion & Textiles

* Assist in the co-ordination of the above programmes.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Deliver and assess Functional Skills.
* Integrate Functional Skills into the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Implement the School’s policies on assessment and homework.
* Participate in the evaluation of the effectiveness of the programme.

**Curriculum Duties**

* Attend team meetings, staff meetings and College events as directed by managers.
* Keep records up to date, including the completion of registers, and tracking documentation.
* Liaise with colleagues to ensure that new members of staff are fully appraised of requirements.
* Participate in the College’s staff appraisal and mentoring systems.

**Quality**

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Contribute to the course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.
* Participate in additional activities, such as projects on the improvement of teaching and learning, as required.

**Recruitment of Students**

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* Interview potential applicants and contribute to the Student & Learning Services interviewing schedules.
* Contribute to the development, promotion and delivery of the College’s marketing and recruitment strategies.

**Induction and Support for Students**

* Carry out student inductions and contribute to the design of induction programmes.
* Carry out progress reviews, including the completion of necessary documents.
* Provide support within the structure of the School to ensure the attendance, retention and achievement of students.
* Understand and keep up to date with student support and learning support arrangements, ensuring students have full information, and making appropriate referrals.
* Where appropriate, ensure that Basic Skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up to date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Centres.
* Prepare students for employability, career progression and/or further education and training.
* Produce reports and attend events to provide information to parents/employers.

**Other**

* Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.
* Contribute to Basic Skills staff development programmes as appropriate.
* Take an active part in the College’s appraisal and mentoring processes.
* Communicate effectively as part of a team
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy
* Complete all documents necessary to comply with College HR policies, eg Agency Lecturer booking forms, sickness forms, appraisal forms, etc and ensure all staffing records are kept up to date.
* Carry out any other duties commensurate with the scale and grade of the post.

**Safeguarding Children and Vulnerable adults**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Lecturer in Fashion, Textiles and Art and Design**

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Assessed?\*** |
| Qualifications |  |  |  |
| Minimum of HND in the relevant subject area | **✓** |  | Cert/AF |
| Degree in the relevant subject area |  | **✓** | Cert/AF |
| GCSE English and Maths at Grade C/4 or equivalent, or willing to achieve | **✓** |  | Cert/AF |
| Level 5 teaching qualification recognised by the FE sector (e.g. PGCE, DET)\*\* or willingness and ability to work towards a Level 5 teaching qualification  | **✓** |  | Cert/AF |
| Knowledge and Experience |  |  |  |
| Teaching experience in Fashion and Textiles up to Level 3, including delivery of UAL programmes  | **✓** |  | AF/IV |
| Teaching experience of Art and Design up to Level 2 | **✓** |  | AF/IV |
| Experience of delivering BTEC programmes |  | **✓** | AF/IV |
| Experience of design, research/design sourcing and fabric manipulation/textiles | **✓** |  | AF/IV |
| Current/recent profile as a practitioner in the subject area | **✓** |  | AF |
| Up to date knowledge of the relevant subject area | **✓** |  | AF/IV |
| Experience of pattern cutting |  | **✓** | AF/IV |
| The ability to enthuse and inspire students | **✓** |  | IV/T |
| Good communication skills, written and verbal | **✓** |  | AF/IV |
| Good interpersonal skills | **✓** |  | IV/T |
| Good classroom practice | **✓** |  | T |
| Good literacy and numeracy skills | **✓** |  | AF/T |
| IT skills  | **✓** |  | AF/IV |
| Experience of implementing IT/e-learning within the curriculum |  | **✓** | IV |
| * Commitment to Equal Opportunities and Safeguarding in an education environment
 | **✓** |  | AF/IV |
| Experience of tutoring | **✓** |  | IV/AF |
| Ability to work effectively as part of a team | **✓** |  | IV/AF |
| Evidence of continuing professional development | **✓** |  | AF/IV |
| Self-motivation | **✓** |  | IV |
| Commitment to learners and learner achievement | **✓** |  | IV/AF/T |
| Competencies*Academic staff should be able to demonstrate competency in all of the following areas:*CommunicationPlanning and OrganisingInterpersonal Sensitivity Adaptability/FlexibilityResults Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked at interview