

Title: Teacher and Course Leader - Theatrical Media Make-up

Responsible to: Director of Studies 14-19

Reporting to: Learning Manager- Visual and Performing Arts

Responsible for: 90 Credit and Extended Diploma in Production Arts (Theatrical Media Make-up)

Grade: Grade 7

Contract Status: Temporary cover for maternity leave

Hours of work: 18.5 (0.5 pro-rata)

Date: 17 November 2015

Role Summary:

- To deliver high quality teaching, learning, assessment and tutorial support to learners so as to maximise achievement and continuous improvement.
- Lead study programmes and courses in a related curriculum area.

Main duties

- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times.
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

- Teach and assess on study programmes and courses as agreed with the Curriculum Team Leader and/or Director of Studies
- Act as Personal Tutor to students as required and to deliver tutorials in line with the College Tutorial Policy
- Act as coordinator, as required, for a range of courses with responsibility for all aspects of planning for curriculum delivery.
- Ensure students are correctly enrolled with the college and awarding bodies
- Maintain and co-ordinate course records, and lead on the production of schemes of work, lesson plans and assessment and IV schedules to ensure a seamless progression for learners.
- Act as an internal quality assurance verifier in line with college policy and liaise with external verifiers
- Pay due attention to the principles of effective learning such as ICT developments, learning styles, equality of opportunity, differentiation and support for students with learning difficulties and/or disabilities
- Maintain records of progress and co-ordinate reporting to interested parties
- Contribute to curriculum development and learning resources
- Maintain an up-to-date knowledge of developments in the relevant subject
- Develop and maintain and co-ordinate effective industrial links
- Organise and participate in relevant industrial visits
- Attend, contribute to and co-ordinate where necessary relevant college events, including guidance, enrolment, open events, Parents' Evenings and Awards Evening as appropriate
- Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
- Carry out Quality Assurance and Self Assessment procedures in line with the College's Quality Policy
- Contribute to the department Development Plans
- Participate in the College's Lesson Observation Scheme

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- Ensure compliance with the Financial Regulations of the College.
- To positively promote equality of opportunity for staff and students

NOTES:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at 11/15. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION -
Teacher and Course Leader - Theatrical Media Make-up**

	Essential	Desirable	How assessed
Education/Qualification and Training			
Qualification at Level 3 or higher, or relevant industry experience	✓		Application/ Certificates/ interview
Appropriate Assessor and Verification qualifications		✓	Application/ certificates
Teaching Qualification	✓		Application/ certificates
Evidence of professional development and continuous updating of skills and knowledge	✓		Application/ certificates
Experience			
Successful teaching experience Experience in vocational or subject area	✓		Application/ certificates interview
Experience of contributing to course design and curriculum development		✓	Interview
Experience of tutorial and student support process.	✓		Application /Interview
Knowledge			
Knowledge of effective approaches to curriculum management		✓	Application/ interview
Knowledge of curriculum and course development		✓	Application/ interview
Broad knowledge of trends and initiatives within relevant sector	✓		Interview
Knowledge of inspection frameworks		✓	Application
Knowledge of equal opportunities issues	✓		
Skills			
Knowledge of IT and its use in the curriculum and decision making		✓	Application/ Interview
Excellent communication and interpersonal skills.	✓		Application/ interview
Commitment to team working	✓		Application/ interview
Strong personal commitment to the college	✓		Interview
Commitment to achieving excellence through continuous improvement	✓		Application/ interview
Ability to work flexibly to meet college requirements.	✓		Interview