

POST DESCRIPTION AND PERSON SPECIFICATION

| | |
|------------------------|---|
| POST : | Bank Lecturer in Jewellery (CAD) |
| SALARY | £28,726 - £36,873 (Bar £32,693) per annum Candidates holding TQFE will commence on £31,577 per annum |
| HOURS OF DUTY | Hours As Required |
| LOCATION | City Campus |
| REPORTING TO | Curriculum Head |
| RESPONSIBLE FOR | No line management Responsibility |

KEY CHALLENGES

1. To teach vocational subjects at a variety of levels and to a diverse range of students.

KEY ROLES

1. Participate in student recruitment registration teaching and learning
2. Assess and record student achievement
3. Monitor student performance and maintain records
4. Participate in all duties relating to the teaching and learning process
5. Assist in student guidance and learning support
6. Assist in the development, evaluation of teaching, learning and assessment materials
7. Assist in internal verification procedures
8. Assist in the work of faculty and course boards
9. Undertake year/group tutor duties as required
10. Assist in Accreditation of prior learning and Accreditation of work based learning
11. Ensure health and safety criteria are adhered to
12. Keep abreast of subject and teaching changes
13. Participate in the College Personal Development Planning Programme
14. Participate in staff development

KEY RESPONSIBILITIES

1. Contribute to the work of academic committees
2. Contribute to the College QM and learning support systems
3. Contribute to management and development of courses including short courses
4. Participate in College marketing and other external events
5. Undertake College consultancy and research activities
6. Act as a College representative in national developments
7. Contribute to the appropriate committees
8. Contribute to academic innovation
9. Promote the College Equality Policy in terms of staff/students
10. Ensure Health and Safety procedures are observed

POST DESCRIPTION AND PERSON SPECIFICATION**GENERAL**

1. Implement College policies, particularly those relating to equality and diversity
2. To implement Health and Safety and security measures in accordance with statutory and College requirements
3. Be a role model supporting College values and corporate management
4. Actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them
5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed

Every Post Description will be subject to review;

1. **Within six months of appointment**
2. **Thereafter, on an annual basis**
3. **As a result of agreed staff development / personal development needs**
4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

| | |
|--------------------------------|--|
| MANAGER SIGNATURE | |
| DATE COMPILED | |
| EXECUTIVE AUTHORISATION | |

POST DESCRIPTION AND PERSON SPECIFICATION

PERSON SPECIFICATION

| JOB TITLE | FACULTY/ SECTION |
|-----------------------|-------------------------------------|
| LECTURER IN JEWELLERY | CREATIVE INDUSTRIES – DESIGN CRAFTS |

| FACTOR | ESSENTIAL | DESIRABLE | Means of Assessment |
|--|---|--|---|
| Qualifications and Training | Degree Level Qualification in Jewellery or equivalent or demonstrable experience. | | <ul style="list-style-type: none"> • Application • Interview |
| | | TQFE | <ul style="list-style-type: none"> • Application • Interview |
| Occupational Experience | Broad, demonstrable experience of vocational specialism. | | <ul style="list-style-type: none"> • Application • Interview • Reference |
| | Good understanding of current industry trends | Previous teaching experience in relevant subject area. | <ul style="list-style-type: none"> • Application • Interview • Reference |
| | A sound knowledge of CAD packages including Rhino and Flamingo | Experience of delivery using a VLE. | <ul style="list-style-type: none"> • Application • Interview • Reference |
| | Competent IT Skills | | <ul style="list-style-type: none"> • Interview • Reference |
| Personal qualities and competencies | Ability to work as a team member | | <ul style="list-style-type: none"> • Interview • Reference |
| | Effective interpersonal skills | | <ul style="list-style-type: none"> • Interview • Reference |
| | Ability to plan and organise | | <ul style="list-style-type: none"> • Interview • Reference |

POST DESCRIPTION AND PERSON SPECIFICATION

| FACTOR | ESSENTIAL | DESIRABLE | Means of Assessment |
|---------------|------------------|------------------|----------------------------|
| | | | |

| | |
|--------------------------------|--|
| MANAGER SIGNATURE | |
| DATE COMPILED | |
| EXECUTIVE AUTHORISATION | |