**SELBY COLLEGE**

**JOB DESCRIPTION**

**POST OF LECTURER IN ART AND PHOTOGRAPHY: 0.8 fractional**

**JOB PURPOSE**

The post holder will lead the delivery of A Level Photography with responsibility for the subject within the department. It is also expected that the post holder will be able to teach broadly across a wide range of disciplines on the full-time Level 3 Art and Design course and the Level 4/5 HND Art and Design programme. The key responsibility is to ensure excellence in teaching, learning and assessment to maximise student progress.

**CURRICULUM MANAGEMENT & DEVELOPMENT**

1. Through teaching, contribute to the development of the areas of the curriculum relating to studio photography, lens-based imagery, moving image production, animation, digital imaging etc. Key duties will involve the planning of teaching and learning, and the preparation of learning materials, student assessments and technology-based resources.
2. Effectively work with students on a wide range of artistic projects, contributing to their creative development and managing practical needs involving a wide array of media, materials and techniques.
3. Manage the photography resource base including consumables materials, hardware, software, cameras, lenses, lighting etc. Also manage a system for allowing students to have bookable access.
4. Effectively deliver both synchronous and asynchronous learning, incorporating the principles of the Selby Way.
5. Effectively and efficiently undertake the administrative tasks required by internal systems and external bodies.
6. Assess, monitor, review and evaluate student progress, keeping accurate records of assessments and using college reporting systems as directed.
7. Ensure a professional, organised, clean, safe and stimulating environment is created and maintained.
8. Support and encourage students towards success working with Guidance & Support Tutors and other staff.
9. Assist in the development of new programmes.
10. Contribute to the development of links with schools and other partnership arrangements including links with external bodies.
11. Develop own teaching resources and maintain effective links across College for use of any specialist resources.
12. Take responsibility for the accuracy of registration/certification for the course/subject and liaise with the SAM, Examinations Department and external awarding bodies as appropriate
13. Continually update own professional development.
14. Carry out Quality Assurance procedures and Health & Safety procedures in line with College policies.
15. Work flexibly to cover staff absence to ensure the continuation of programmes.

**QUALITY ASSURANCE**

\* Implement and contribute to the development of the College’s Quality Assurance systems

**HUMAN RESOURCE MANAGEMENT**

\* Team participation: plan to ensure team responsibilities are discharged as effectively as possible

**FINANCIAL & RESOURCES**

\* Request support from budgets for teaching aids and equipment relating to courses to the Subject Area Manager.

\* Develop resources for the course/subject and maintain effective links across College for resources, including effective use of budgets.

\* Liaise with the Subject Area Manager over planning and timetabling issues.

**MARKETING & COMMUNICATION**

Engage in marketing activities as requested by the line manager.

Assist in the promotion of the College and recruitment for full and part time courses

Work hard to promote a professional and positive image of the subject area.

**RESPONSIBLE TO**

Subject Area Manager for Art, Design and Media

# TERMS & CONDITIONS

# Hours: up to 0.8 fractional appointment: 720hrs teaching per annum

## Holidays: up to 29 days per annum pro rata plus statutory bank holidays

**Directed Scholarly**: up to 8 days per annum

**Salary:** FTE range £25,334 to £28,654

### GENERAL

1. Implement the College's current Quality Assurance systems.
2. Participate in staff training, development and appraisal systems to enhance personal performance and organisation effectiveness.
3. Adherence to College Policy on Equal Opportunities and Health and Safety.
4. Team participation: all members of teams are required to contribute to ensure team responsibilities are discharged as effectively as possible.
5. Work flexibly to meet the needs of the customers.
6. Any other duties appropriate to nature and grade of post.

### BENEFITS

1. Final Salary Occupational Pension Scheme
2. Employee Development Scheme, annual £300 to spend on approved College courses upon satisfactory completion of probationary period
3. Staff development to assist you to do your job
4. Employee of the Month Scheme, £60 and extra day’s holiday to winner
5. Nursery provision on site
6. Hair and Beauty Salons on site
7. Refectory and Training Restaurant offering a wide selection of meals

**NOTE**

This Job Description is current as at May 2021. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**PERSON SPECIFICATION**

**LECTURER IN Art/Photography**

**Essential** **Desirable**

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| Degree in a relevant Art and Design / Photography based subject.  Teaching qualification (or willingness to work towards) | X  X |  |
| Teaching experience post 16  Successful teaching of A level Photography  Ability to contribute effectively and creatively to the delivery other general Art and Design programmes  Excellent contextual knowledge of art and design works and practitioners    Course management experience | X  X  X  X | X |
| Familiarity and confidence in managing a digital photography studio – use of flash lighting, light modifiers, tethered capture (Key systems: Capture One Pro, Profoto, Phase One, Nikon) | X |  |
| High level of familiarity with key industry-standard software packages: Capture One Pro, Photoshop, InDesign, Illustrator, Premiere, After Effects | X |  |
| Enthusiasm and empathy in working with post 16 students | x |  |
| Understanding of current developments in post  16 education |  | x |
| Positive attitude to flexibility, change and innovation | x |  |
| Excellent teaching and learning skills | x |  |
| Highly organised and self motivated | x |  |
| Team player | x |  |
| Reliability | x |  |
| Use of IT and teaching technology | x |  |