

SELBY COLLEGE

POST OF LECTURER IN MEDIA STUDIES AND I.T 0.6

JOB PURPOSE

To contribute to the delivery and development of Media Production and I.T in both academic and vocational subject area.

KEY ACCOUNTABILITIES

TEACHING

- * Contributing to the delivery and development of Media Production. Contributing to other areas of the Art, Design and Media curriculum where appropriate
- * Delivery of Premier, and in I.T video design and games design.
- * Contribute to the delivery and development of AS and A2 Media Studies, including co-ordinating course work and the drafting and re-drafting process
- * Delivery of film and television theory analysis
- * Ability to work with film and sound equipment as well as specialist software. To work with 3D modelling software, (Blender).
- * Contribute to the delivery of video and TV production, audio production, desk top publishing and photography
- * Monitor, review, evaluate and assess student progress, keeping accurate records of progress reviews for reporting purposes
- * Delivery of Key Skills Communication to Level 3 learners
- * Supporting enrichment activities such as visits, work placements and “live” projects

CURRICULUM

- * Attend regular team meetings
- * Continually update own professional development in respect of ongoing changes in media
- * Plan for and implement further development of Media and Digital Production and Media Studies
- * Contribute to the quality control systems for Media and Digital programmes including Internal Verification and standardisation

ADMINISTRATION

- * Acting as subject tutor for Media Production
- * Acting as subject tutor for Media Studies
- * Acting as subject tutor in I.T
- * Working with course leaders to ensure course design, assessment plans, schemes of work and assessment procedures are reviewed, developed and accurately maintained
- * Assist with preparation of assignments, coursework submissions and internal tests and examinations
- * Assisting course leaders in monitoring entries for external examinations and the submission of student registrations and results for external boards
- * Keeping accurate records of students, assessments and resource usage
- * Writing promotional course literature and contributing to marketing activities

RESPONSIBLE TO

Programme Leader – Art, Design and Media

Note

This job description is current as at November 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.

GENERAL

1. Implement the College's current Quality Assurance systems.
2. Participate in staff training, development and appraisal systems to enhance personal performance and organisational 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.

Terms and Conditions

Salary: up to £17,399 per annum based on a FTE of up to £28 998 depending on qualifications and experience.

Hours: 22.2 hours per week over 3 days

Holidays: 22 days per annum plus statutory bank holidays

SELBY COLLEGE

PERSON SPECIFICATION

JOB TITLE – LECTURER IN MEDIA STUDIES

	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
<u>Qualifications</u>			
Degree or Media Qualification	X		A
Teaching/Training qualification		X	A
<u>Experience</u>			
Successful teaching experience	X		A
Industry experience	X		A/I
<u>Professional Skills</u>			
PC literate	X		I
Understanding of non-linear editing systems	X		I
Experience of using DTP		X	
Experience of teaching theoretical media		X	I
Up to date knowledge of Media theories and debates	X		I
Ability to work as a team member	X		I
Ability to work to deadlines	X		A/I
<u>Knowledge and Understanding</u>			
An understanding of Vocational programmes	X		A/I
An understanding of A Level programmes	X		A/I
Promotional activities including student exhibitions/open nights		X	A/I
A sound knowledge of UCAS application systems	X		A/I
Interest in developments in Further and Higher Education		X	A/I
<u>Personal</u>			
Good communication skills	X		I

Enthusiasm/enjoyment in working with post 16 students and adults	X	I
Flexible and open to change	X	I
Reliability	X	R/I
Commitment	X	R/I
Innovation/creativity	X	R/I
Team Player	X	R/I
Positive attitude	X	R/I

Key A - Application I - Interview R – Reference.