



JOB DESCRIPTION FOR SESSIONAL LECTURER/TUTOR

Job Title: SESSIONAL LECTURER/TUTOR SPECIALIST IN STONE CONSERVATION

Accountable to: Head of Department of CONSERVATION

Salary: Daily rate of £160 (tutorial, admin and/or marking) – (including statutory holiday pay). Daily rate of £205 (Lecturing).

Days: Ca. 30 days per academic year (October to June)

Purpose

To deliver high quality specialist teaching and related support to students learning on the STONE CONSERVATION element of the BA (HONS) CONSERVATION STUDIES course, in the context of curriculum content, established learning outcomes and teaching methodologies, prevailing policies and procedures.

Duties and responsibilities The duties and responsibilities below are the normal expectations associated with the post:

- To prepare for and deliver learning experiences to specified groups of students in the Conservation Department by providing structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, visits, workshops in order to enable students to meet specified learning outcomes
- In conjunction with the Head of Department and Support Department innovate and employ differentiated teaching and assessment methods that address the needs of learners with additional learning needs as well as those who don't.
- To ensure teaching spaces and digital resources are adequately prepared for and maintained.
- To work as part of the course team, under the direction of the Head of Department, participating in formative and summative assessment.
- To undertake academic administration in relation to reporting on attendance, completion of tutorial records and progress reports and other tasks associated with course organisation.
- To contribute to course development and quality processes through engagement in course planning meetings, Boards of Studies, end of unit review and, where appropriate, annual course monitoring. (The extent of attendance at meetings should be proportionate to the number of days worked in the year).
- To maintain reasonable, effective and efficient communication with their Head of Department, other colleagues and students (including through the use of the Art School's Moodle site).

Additional duties

The following duties may also be scheduled as part of an annual contract:

Revalidation meetings.

- Participating in staff development and training activities in relation to priorities set by the Art School and/or Head of Department.
- Participating in forward-looking curriculum development meetings.
- Contributing to recruitment, open days, student interviews and portfolio review.
- Organising student learning activities, such as study trips, external projects and placements.

Further responsibilities

- To have a commitment to continuous professional practice and scholarship in the specialist subject area, and in professional development in learning and teaching.
- To undertake health and safety responsibilities appropriate to the role.
- To have a commitment to the Art School's Learning and Teaching Strategy and Institutional Mission Objective.

You will be able to demonstrate:

- A commitment to excellent teaching and learning within the FE/HE academic context
- A specialist knowledge of Stone Conservation

Individual Performance Review

Where a Sessional Tutor is contracted for more than 33 days in an Academic year they will be required to participate in the Individual Performance Review process that includes completion of a reflective review on their own practice in the year, together with a 1 to 1 review meeting with their line manager (usually the Head of Department).

If the sessional tutor is contracted for less than 33 days another form of review can be agreed between the line manager and sessional tutor.