JOB **DESCRIPTION FOR SESSIONAL TUTOR**

Job **Title**: SESSIONAL TUTOR IN DESIGN
Accountable to: Head of Department of the Foundation Diploma in Art and Design
Salary: Daily rate of £164

We are inviting applications from Design practitioners to contribute to the delivery of the Foundation Diploma in Art and Design. Candidates will have some experience in teaching at Foundation level 3/4 and specialist knowledge of at least one Design discipline but will also possess considerable flexibility and have the confidence to engage with students typically working across a range of skills and media (ideally including both Fine Art and Design).

Purpose

- To deliver high quality specialist teaching and related support to students on the Foundation course, in the context of curriculum content, established learning outcomes and teaching methodologies, prevailing policies and procedures.
- To provide up-to-date knowledge, expertise and experience of professional practice and/or research in at least one of the following Design areas:

Graphics, Communication Design, Fashion and Textiles Design (or related area), Product Design, Architecture

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 Foundation Course, by providing structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, workshops, studio critiques and student presentations (including the hanging of shows).
- To ensure studio and teaching spaces are professionally managed.
- 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 monitoring and reporting on attendance, completion of tutorial records and other tasks associated with course organization, e.g. student references for UCAS
- To contribute to course development and quality processes through engagement in course planning meetings, Boards of Studies, end of unit reviews and crits 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:

- 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 reviews.
- 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 have:

- A BA (Hons) and MA in a relevant subject or equivalent
- Experience of teaching at Level 3/4.
- A specific knowledge of at least one of the subjects listed above
- A professional practice related to the subject, for example as a professional designer with regular industry experience/commissions/exhibitions/craft fairs or other relevant outputs
- A good knowledge of, and skills in, the use of software available on Adobe Creative Suite

Desirable:

- An MA or a Post Graduate qualification in a relevant subject
- A relevant and up to date Teaching Qualification
- Knowledge of working with a range of materials and processes such as: textiles (sewing and pattern cutting etc.) working with wood, metal and plastics, clay work and casting, lens-based media, film and video production and editing, typography and editorial lay-out

You will be able to demonstrate:

- A commitment to excellent teaching and learning within the context of the Foundation Diploma in Art and Design
- A specialist knowledge of your subject and the flexibility to engage with students working towards other disciplines
- An understanding and involvement in current practice in your specialist field

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.

Reference documents:

- Staff Support and Development Handbook
- Institutional Mission Objective and Learning and Teaching Strategy
- Course Handbooks:
- Art School Moodle:
- Disability Support Guidelines
- Student Charter