

## **JOB DESCRIPTION**

### **SESSIONAL TUTOR**

**Job Title:** Sessional Tutor Historic Carving Department

**Accountable to:** Head of Department

**Salary:** Daily Rate (£160)

**Note: This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following consultation.**

#### **Purpose**

- To deliver high quality specialist teaching and related support to students on the Historic Carving Courses in the context of curriculum content, established learning outcomes, teaching methodologies and prevailing Art School policies and procedures.
- To provide up-to-date knowledge, expertise and experience of professional practice and/or research in Woodcarving and/or gilding.

#### **Duties and responsibilities**

- To prepare for and deliver learning experiences to students including: induction sessions; classes; tutorials; lectures; seminars; workshops; studio critiques and student presentations (including support for student exhibitions)
- 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 organisation, e.g. student references
- To contribute to course development and quality processes through engagement in course planning meetings, Boards of Studies, reviews 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 the Head of Department, other colleagues and students (including through the use of the Art School's Moodle site)
- To contribute to the organisation of studio and teaching spaces and work with colleagues to ensure a safe working environment for staff and students
- To have a commitment to continuous professional practice/research 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
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior in others by challenging and reporting it.

**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 and external projects
- 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

**Key Reference documents (available on the Art School Moodle site)**

- Course Handbooks for Historic Carving Department
- Staff Support and Development Handbook
- Staff Professional Code of Conduct
- Institutional Mission Objective and Learning and Teaching Strategy
- A to Z of Art School Policies
- Art School Policies on the Staff Moodle Site
- All relevant Student Handouts, Briefs and Guidelines on the Course Moodle Site