

JOB DESCRIPTION

Job Title:	Lead Tutor: Stonecarving (one year fixed term)
Reporting To:	Head of Department: Carving
Key Relationships:	Lead Tutor: Woodcarving, carving tutors, Head of Art Histories, Site Manager, Technical and Administrative teams
Fraction:	0.4 (2 days per week)
Salary:	£14,800 per annum.

Main Purpose of the role

- To organise, develop and co-ordinate the effective delivery of the Stonecarving pathway.
- To play a key strategic role in ensuring that communication with and between the staff team and students is effective and timely.
- To deliver high quality specialist teaching and related support to Carving students 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 Carving practice.

Main duties and responsibilities

Teaching

- To proactively engage in the design, preparation for and delivery of learning experiences to students including:
induction sessions; tutorials; lectures; seminars; workshops; studio critiques, supervision of practical projects, study trips and external projects, student feedback, progress reviews and student presentations (including support for student exhibitions).

Assessment

- To take a leading role in the organisation, co-ordination and delivery of formative and summative assessment, including marking, recording marks, providing feedback to students and managing retrievals, with due regard to the Art School's Learning and Teaching Strategy and other guidelines and policies related to the course.

Planning, Preparation and Administration of Teaching

- To work in liaison with the Head of Department to prepare and update content, write unit and project briefs and compile student learning resources,
- To upload approved content to Moodle (the Art School's Virtual Learning Environment), prepare technical resources, write risk assessments, organise study trips, plan

- timetables, organise group work, and answer student queries as relevant
- To be a pastoral tutor on the course, offering support and guidance to students in relation to pastoral issues
- To undertake academic administration in relation to reporting on attendance, completion of tutorial records, progress reports, references and other tasks associated with the organisation, co-ordination and delivery of teaching
- To liaise with the Head of Department, staff team and students to ensure efficient communication and the smooth running of the course
- To ensure the Stonecarving section of the Art School's Moodle site is kept up to date

Curriculum Development

- To actively contribute to course development and quality processes through participation in course planning meetings and end of unit review and through participation in Boards of Studies and annual course/programme monitoring.
- To participate in forward-looking curriculum development meetings and in research, review and evaluation related to revalidation processes as well as short courses related to the subject.

Student Recruitment

- To contribute to the planning for and delivery of Open Days, Interviews and portfolio reviews, Admissions, Schools outreach and liaison, and attendance at events such as Recruitment fairs
- To engage in activities that promote the courses, The Art School and its students (e.g. preparation for and attendance at Student Exhibitions and Events, and, on occasion, Overseas visits)

Art School Profile

- To promote and maintain a positive profile for the Art School through, for example, presentation of own research work/professional practice in exhibitions, conferences and/or other public facing events
- Participate in the development/organisation of external projects and collaborations with Industry partners, networking and building on external relationships that relate to student opportunities/ bursaries/project funding

Internal Communications, Planning and Administration

- To support preparation for and to attend and participate in course team meetings, Committees, Panels, Boards, Working Groups etc as appropriate and agreed with line manager.

Staff Development

- To participate in the Art School's staff appraisal scheme (Individual Performance Review), in peer to peer observation and in staff development and training activities in relation to priorities set by the Art School and/or Head of Department

Professional Practice/Research

- To demonstrate a commitment to professional practice/research and continuous professional development in relation to your own practice, as well as in relation to learning and teaching

Health and Safety

- To participate in the organisation and co-ordination of course related teaching spaces to ensure a safe working environment for students and staff members
- To be conversant with health and safety regulations and protocols in relation to Carving practice and remain vigilant of any breaches, communicating with students and colleagues as appropriate.

Other

- To undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.
- 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 behaviour in others by challenging and reporting it.