

Job Description

0.7fte Art and Design Lecturer

Part-Time

Fixed Term (Jan 2021 - June 2021)

Context

INTO is an organisation working in partnership with leading UK and US universities and investing in the development of world-class student study centres. It specialises in preparing international students for undergraduate and postgraduate study with both academic and English language support. The courses at our Centres, upon successful completion, guarantee progression to leading UK and US undergraduate and postgraduate courses as well as stand-alone English language courses. INTO Manchester is a wholly owned INTO University Partnerships venture.

INTO Manchester is looking to recruit a 0.7fte (26.25hours) part time lecturer for the period Jan 2021 - June 2021 to be part of a teaching team for the International Foundation Programme in Art and Design in partnership with Manchester Metropolitan University.

Reporting line

The lecturer in Art and Design will report directly to the Programme Manager.

Job dimensions

- A broad knowledge of Art and Design practices and be confident in teaching across a range of disciplines such as Fashion, Drawing, Graphics, Spatial and Lens based practices.
- Demonstratable experience of teaching students online, including fluency on VLE's.
- High competence with digital administration.
- To be a self-starter and to work with a minimum of supervision.
- Ability to teach students from a variety of countries and cultural backgrounds, and with different language levels.
- Ability to assess effectiveness of teaching skills against student progress and performance.
- You will have good availability to cover any staff sickness and attend staff meetings. The contact hours will be allocated every day of the week Monday to Friday. Due to time differences when teaching there is limited flexibility of hours / days.

Key accountabilities and duties

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- To teach modules in Art and Design, following the syllabi provided.
- To develop and follow suitable schemes of work provided and adapt them to the teaching circumstances as necessary.
- To design purposeful and appropriate lesson plans that provide for effective teaching strategies and meet the individual needs of students.
- To update and develop the VLE on a daily basis.
- To assess students and provide both formative and summative evaluations using digital methods.
- To provide oral, recorded and written feedback to students using tools such as Padlet and Onenote.
- To provide oral and written feedback to and other stakeholders (e.g. programme managers, marketing staff, sponsors and parents).
- To develop reasonable rules of behaviour for the digital and face to face learning environment and ensure they are consistently applied both online and in person.
- To provide pastoral and academic support for international students.
- To carry out digital administrative and record-keeping tasks associated with teaching and assessment (e.g. student progress reports, marks sheets, attendance and activity records).
- To contribute to development of the programme.
- To provide teaching cover in the absence of colleagues.
- To participate in and contribute to briefing sessions, student and teacher induction and orientation and programme functions.
- To maintain accurate online records of student attendance and academic progress, and to produce periodic reports at the request of the Programme Manager.
- To liaise with the Programme Manager in communications with the Examinations Board as necessary throughout the period of employment.
- **Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request.**
- **We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.**

Location

Teaching will take place in the studio assigned to INTO's Art & Design Foundation students within MMU premises and at Bridgewater House. There will be some working from home expected as part of this role.

Salary

Band D: £27,838 - £37,665 gross(**pro-rata**)

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Person Specification

	Essential	Desirable
Legal status	<ol style="list-style-type: none"> 1. Appropriate DBS disclosure will be required prior to confirmation of appointment. 2. Eligibility to work in and travel freely to and from the UK 	
Academic qualifications	<ol style="list-style-type: none"> 3. First degree in an Art and Design discipline 4. A relevant teaching qualification 	18. Postgraduate qualification in Art or Design
Experience and achievements	<ol style="list-style-type: none"> 5. Significant recent teaching experience at Level 3 including contribution to assessment (at least 2 years) 	19. Experience of teaching international students
Skills	<ol style="list-style-type: none"> 6. High level of competence in the effective use of IT (Word, Excel, Powerpoint) 7. Solid experience in use of video conferencing tools – Zoom, MS Teams, Skype 8. Extensive demonstrable experience of using a VLE 9. Experience of teaching online 10. Ability to adapt to changing environment quickly 11. Proven planning and self-organizational skills 12. The ability to meet deadlines 13. Excellent communication and presentation skills 14. Self-starter who is flexible with the ability to solve problems on their own 	<ol style="list-style-type: none"> 20. Experience of teaching students using the Hyflex method 21. Experience of giving feedback through Onenote and Padlet
Expertise	<ol style="list-style-type: none"> 15. A record of attention to detail, thoroughness and fairness 16. Outward looking and student sympathetic 	
Availability	<ol style="list-style-type: none"> 17. Availability to teach 0.7fte contact hours from Monday to Friday and to undertake these within the timings given, this is to allow for international time differences 	