

Job description

25 October 2021

0.5fte Art and Design Tutor

Context

INTO University Partnerships is an independent organisation committed to expanding higher education and career opportunities for students across the globe.

We believe in the power of education to transform lives. We believe that movement of students leads to movement of ideas, which in turn creates better and more successful societies.

We connect students seeking quality international education with leading universities worldwide aspiring to widen their global reach and impact. Achieving the best learning experience and career prospects for students is central to our mission.

Since our inception in 2005, INTO has pioneered innovation in international education and created ground breaking partnerships with 30 universities in the US and UK. We have so far helped more than 130,000 students from 190 countries realise their dream of achieving a degree from a world-class university. We also equip students to get a head start in building a career. We do this by offering exceptional academic and employability skills programmes.

We are active in over 120 countries and provide unrivalled personalised service to international students with more than 1,500 experienced staff worldwide and a global network of 2,000 recruitment partners.

INTO Manchester is looking to recruit a 0.5fte part time lecturer for the period 10th January 2022 – 8th April 2022 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.

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Job dimensions

- A recent graduate with broad knowledge of Art and Design practices.
- Demonstratable experience of teaching students.
- Good IT literacy.
- 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.

Key accountabilities and duties

- 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
- 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).
- 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.
- **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.

Salary

Band D: £27,838 - £37,665pa 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 Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

See next page for person specification...

Person specification

	Essential	Desirable
Legal status	Appropriate DBS disclosure will be required prior to confirmation of appointment. Eligibility to work in the UK	
Academic qualifications	A recently awarded first degree in an Art and Design discipline	Postgraduate qualification in Art or Design A PGCE or teaching qualification
Experience and achievements	Recent teaching experience	Experience of teaching international students
Skills	Good level of IT competence Proven planning and self-organizational skills The ability to meet deadlines Excellent communication and presentation skills Self-starter who is flexible with the ability to solve problems on their own	Experience of teaching students using Hyflex
Expertise	Attention to detail Fairness Student sympathetic	