

UNIVERSITY TEACHER – FOUNDATION ART & DESIGN
Visual Communication

Job Ref: REQ221209

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Art and Design at Loughborough is currently ranked 28th in the QS World Rankings (2020) and 2nd in the UK (*The Times Good University Guide* 2016, *The Complete University Guide* 2017).

This excellent international and national reputation in Art and Design is the result of the sustained high-quality research and teaching of its well-established and dedicated team. The Foundation programme has developed many professional and academic associations with the Creative Industries via external projects, industry links, staff research, exhibitions and work placements.

Job Description

Job Grade: SSA Grade 6 [0.7FTE]

Job Purpose

Under the SSA Contract, the Postholder will undertake teaching and enterprise activities.

The teaching identified for this post is related to Art and Design at Foundation Level.

DUTIES

Teaching

- To carry out teaching activities under the direction of the Programme Director, and inspire Foundation students and to conduct associated assessments.
- To prepare for FE teaching by developing an understanding of the content, learning outcomes and modes of delivery for the relevant module sessions.
- To research around the taught curriculum, delivering and adapting content from existing materials and methods where appropriate.
- To prepare course materials and ensure that information is available to students in advance of the course and taught sessions.
- To deliver teaching including individual and group tutorials, seminars and lectures.
- To be available for tutorial support with students at specified times.
- To undertake assessment under the direction of the Programme Director
- To attend programme meetings and work collegiately as part of a Programme team.
- To teach flexibly across specialism pathways inputting multi discipline skills and experience

Enterprise

- To engage with business, public and voluntary organisations through knowledge exchange activities such as student projects and placements, consultancy and specialist training.
- To create social, cultural and economic impacts from academic activity

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

To support the academic function within the School by undertaking other internal and external duties, including marketing, representation of the subject at recruitment events and industry collaboration under the guidance of the Dean and/or appropriate members of the School Management Team.

Support School Open Days and Outreach Activities. This includes Interviewing applicants to the course and Organising visits and speakers as appropriate.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to: Programme Director, Julie Wallace

Responsible for: N/A

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Good track record and experience of teaching in the FE/HE environment. Experience of working in the field of contemporary visual communication/graphic design practice in a teaching and professional context. In-depth knowledge of the UCAS application process and specialist knowledge of the Foundation curriculum.	1
Skills and abilities	Ability to work independently and on own initiative. Excellent team working skills Very good attention to detail. Excellent organisational skills. Flexible approach to working and an ability to prioritise tasks, with a capability of working under pressure to meet deadlines. Good written and verbal interpersonal and communication skills. Competent IT skills with particular reference to Microsoft Word, PowerPoint, Excel and Outlook	1,3
Training	Commitment to and evidence of continuing professional development.	1,3
Qualifications	Degree or Equivalent	1
Other	Commitment to observing the University's Equal Opportunities policy at all times. A flexible approach to allocated teaching hours in line with the curriculum.	1,3

Conditions of Service

The position is part-time [0.7FTE] and open-ended. Salary will be on SSA Grade 6 [£32,348 - £43,155 pro-rata], at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>