

Job Description

Visiting Practitioner

Job Description	
College/Service Camberwell, Chelsea & Wimbledon (CCW)	Salary Hourly Paid
Accountable to Course Director/Subject or Stage Leader	Grade 4

Purpose

- To provide up-to-date knowledge, expertise and experience of professional practice in a specific specialist subject area.
- To deliver high quality learning opportunities and related support to students on specified units, in the context of the prevailing policies and procedures, curriculum content and learning and teaching methodologies
- To provide guidance to students through formative assessment on units associated with the content or area of expertise being delivered.

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Duties and Responsibilities

- To prepare for and deliver learning experiences, to specified groups of students, by providing structured learning experiences including, induction sessions, classes, tutorials, lectures, seminars, workshops, auditions, rehearsals, studio critiques and student presentations (including degree shows). See guidance note (a).
- To ensure studio and teaching spaces are adequately prepared for their teaching session and left in a similar condition. See guidance note (b).
- To work as part of the course team, under the direction of the line manager, participating in formative assessment. See guidance note (c).
- To undertake monitoring and recording of student attendance and reporting to the line manager any issues / giving appropriate feedback to students.
- To maintain reasonable, effective and efficient communication with their line manager, other colleagues and students (including through the appropriate use of the University's email system and student virtual learning environments).
- To attend a small number of meetings relating to the teaching and delivery of their specific units. See guidance note (d).

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

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- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.

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Additional Duties

The duties below are additional to those included in the comprehensive hourly rate. Where these duties are agreed, they will be paid as additional remuneration at the basic hourly rate (BHR) –

- I. Revalidation meetings.
- II. Participating in staff development and training activities in relation to priorities set by the College and/or Line Manager.
- III. [Additional assessment beyond that expected as part of the contracted teaching activity].
- IV. Extensive contributions to Blackboard materials (beyond teaching plans, timetables, notifications to students, project briefs).
- V. Participation in forward-looking curriculum development meetings.
- VI. Contribute to recruitment, open days, student interviews/auditions and portfolio review.
- VII. To organise non-standard student learning activities, including those personally delivered or on behalf of colleagues, such as study trips, external projects and placements.

Signed _____

(Recruiting Manager)

[Type in details]

Date of last review _____

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