

JOB DESCRIPTION		
Job Title: Art and Design Teacher, UAL: Future Creatives	Accountable to: UAL: Head of Children and Young People, UAL Short Courses Limited	
Contract Length: as per contract	Hours per week: as per contract	Weeks per year: as per contract
Salary: HPL spine point 26 (£22.29 per hour)		
College/Service: UAL Short Courses Ltd	Location: as per contract	
Purpose of Role: To deliver high quality teaching, learning opportunities and related support to children aged between 7-17 on designated UAL: Future Creatives courses (Face to face and/or online)		
Duties and Responsibilities: <ul style="list-style-type: none">• To work with the UAL:Future Creatives office to deliver one or more short courses in general or specific areas of art and design including:<ul style="list-style-type: none">○ defining and refining the lesson plans to ensure that they are up to date, relevant to the children's interests and level○ providing the Short Course Office with an up-to-date version of the lesson plans on acceptance of each teaching contract, plus notification of any course material, teaching assistant and equipment requirements in advance of the course.○ working with the UAL: Future Creatives office and other UAL:Future Creatives teachers to refine the curricula and teaching materials so that it remains of interest to learners and implements student feedback as received from time to time.• To deliver structured learning experiences to specified groups of students, using a variety of teaching methodologies as appropriate to the course, as agreed with the course coordinator.• To ensure teaching spaces are adequately prepared for your teaching session and leave them in similar condition including liaising with venue owners and managers as required.• To ensure online platforms have been tested prior to session delivery.• To ensure safe systems of work for students and provide the Health & Safety briefings procedures and inductions to equipment appropriate to the course.• To take first aid training prior to course delivery (the course and your time will be paid for by UAL) or provide an up to date first aid training certificate• To ensure registers are completed and to report any discrepancies with the registers to the short course office.• To facilitate student feedback as required through: distribution and collection of feedback sheets or other mechanisms that may be provided to you by the UAL: Future Creatives• To maintain reasonable, effective and efficient communication with the UAL:Future Creatives Office including informing the UAL: Future Creatives over particular student welfare or safeguarding issues.• To ensure that all communication with students is through UALSC's official channels including use of your UAL email address and other UAL systems as appropriate,• To recommend other UAL and UALSC courses to students and parents and to advise them of next steps if required.• To facilitate the sale of UAL: Future Creatives merchandise where applicable• To attend a small number of meetings relating to the teaching and delivery of your specific course(s) not to exceed 2 per term.		
Further responsibilities: <ul style="list-style-type: none">• To undertake health and safety duties and responsibilities appropriate to the role		

- To ensure that UALSC's safeguarding procedures are followed in full including attending training courses as required and keeping DBS checks up to date
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To make full use of all information and communication technologies in adherence to data protection policies 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 advised to you by the Short Course office

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Short Course Coordinators
- Business Managers
- Other UAL: Future Creatives teachers
- UAL: Future Creatives Teaching Assistants

Specific Management Responsibilities

Budgets: Materials budget for course as informed by UAL: Future Creatives

Staff: Teaching assistants for course as informed by UAL: Future Creatives

Other (e.g. accommodation; equipment): Local venue

Signed Mairead Kelly
(Managing Director)

Date of last review Jan 2023