

|  |
| --- |
| JOB DESCRIPTION |
| **Job Title**: Art and Design Teacher, UAL: Future Creatives  | **Accountable to**: UAL: Children and Young People Business Manager, 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 (£21.96 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. |
| **Duties and Responsibilities:*** 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:
	+ 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 safe systems of work for students and provide the Health & Safety briefings proceedures 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 trainng 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 facilitiate 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:*** 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 Dani Salvadori Date of last review Jan 2020

 (Managing Director)