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| 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)