ual: short courses

FUTURE CREATIVES

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
(Managing Director)

Date of last review Jan 2020