

JOB DESCRIPTION	
<b>Job title:</b> UAL Short Course Tutor	<b>Accountable to:</b> Operations Manager / Head of Children and Young People
<b>Contract length:</b>	<b>Hours per week:</b> Depending on contract
<b>Salary:</b> £51.66/hr	<b>Grade:</b> 4 (Enhanced)
<b>Service:</b> UAL Short Courses Ltd. (UALSC)	<b>Location:</b> UAL / Main site: CSM (various sites as needed)
<b>DBS/Safeguarding critical role:</b> If teaching 11 to 17 Year Olds – an enhanced DBS check and safeguarding training must be completed.	
<p><b>What are Short Courses and Academic Enterprise?</b></p> <p>UAL Short Courses Ltd (UALSC), the University's wholly-owned subsidiary delivering non-accredited short courses to members of the public, professional artists, designers, art and design students and prospective students. UALSC delivers courses to 17,000 learners annually, across 19 different subject areas. Courses are delivered both online and face to face in classroom settings to adults, kids and teens.</p> <p>The department of Academic Enterprise (AE) leads the University of the Arts London's third-stream income operations and is integral to the University's long-term development. Its mission is to increase the amount of income generated by the University from non-core teaching and research activities. It builds on, and includes, the successful UAL Short Courses Ltd, ArtsTemps and International Enterprise. Academic Enterprise not only integrates and bolsters a wide range of business and client facing work across the University but is also developing new products and services for new and existing markets.</p> <p>UAL Short Courses is committed to creating diverse and inclusive environments for all staff and students to work and learn – a workplace where we can be ourselves and reach our full potential. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and Staff Support Networks. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.</p>	
<p><b>What is the purpose of the role?</b></p> <p>To deliver high quality teaching and learning opportunities relating to your creative subject specialism. To inspire, enthuse, motivate and engage with learners and equip them with the required skills to excel in their chosen career or education path.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>To work with the UALSC to deliver one or more short courses in general or specific areas of art and design including: <ul style="list-style-type: none"> <li>defining and refining the scheme of work to ensure it is up-to-date, relevant to the audience and age group.</li> <li>providing an up-to-date version of the scheme of work on acceptance of each teaching contract</li> <li>working with the Short Course Office to refine the curricula and teaching materials so that it remains of interest to learners and implements student feedback.</li> </ul> </li> </ul>	

- 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 the content includes Equality, Diversity and Inclusivity themes with defined outcomes and contributes to a sense of belonging for students from diverse backgrounds (e.g. students with a disability, students from the LGBTQ+ community, students from ethnic minorities, women)
- To provide, with reasonable notice, an up-to-date list of resources required to deliver the course: materials, equipment and support staff details (e.g. life model, technician, guest speaker). And to work with the coordinator to ensure costs do not exceed course budgets
- To be responsible for preparing teaching resources including the printing of handouts, creation of digital presentations and resources (i.e. Padlet, Workflow) in advance of the course
- To ensure teaching spaces are adequately prepared and set up, for your teaching session and leave them in similar condition including liaising with Course Coordinators and Short Course Managers as required. To ensure safe systems of work for students and provide the Health & Safety briefings procedures and inductions to equipment appropriate to the course
- To use effective classroom management strategies to ensure a smooth delivery and positive student experience.
- To ensure registers are completed and to report any discrepancies with the registers to the short course office
- To facilitate student feedback by encouraging the completion of feedback by displaying or distributing any materials provided by UALSC (i.e. PowerPoint slide, poster and flyers)
- To maintain reasonable, effective and efficient communication with the UALSC Office including informing UALSC 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 the next steps if required
- To attend a small number of meetings relating to the teaching and delivery of your specific course(s) not to exceed 2 per term. To be observed teaching (maximum once per term) and work with UALSC to review observation findings.

#### **If teaching Kids and Teens Courses for 11-18s**

- To ensure that UALSC's safeguarding procedures are followed in full including attending training courses as required and keeping DBS checks up to date

#### **Further responsibilities:**

- To undertake health and safety duties and responsibilities appropriate to the role
- To commit to continuous professional practice in your area of specialism and undertake relevant training where appropriate
- 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**

- Short Course Coordinator and Short Course Assistants
- Short Course Manager
- Classroom Assistants
- Customer Services
- Technicians
- Head of Children and Young People / Head of Operations

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Educated to degree level or with equivalent experience</p> <p>PGCE/PCert or similar teaching qualification (desirable)</p> <p>Designing and delivering courses including differentiation and ED&amp;I practices (desirable)</p> <p>Confident IT skills user, with High level of competency in</p> <ul style="list-style-type: none"> <li>• MS Office; (Word, Excel, PowerPoint, Outlook, internet)</li> <li>• Learner Management Systems / databases (e.g. Moodle, Blackboard Collaborate, Padlet) (desirable)</li> </ul>
Relevant Experience	<p>Teaching experience</p> <p>Experience or understanding of art and design in Adult/Secondary/FE school education system and progression opportunities within HE</p> <p>Strong organisational and administrative experience, working in a fast-paced environment, ideally in an education setting or higher education.</p> <p>Experience of setting up and delivering workshops, summer schools or other educational activities and/or events</p> <p>Working with external suppliers and budgeting</p> <p><b>If teaching Kids and Teen courses for Under 11-18 year olds</b> Teaching experience with learners aged between 11-18</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media with learners and external partners
Leadership and Management	<p>Experience of coordinating others in a busy administration, event and project-led organisation.</p> <p>Self-motivated and self-starter</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time.</p> <p>Identifies and resolves issues with administrative processes to improve standards and service</p>
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.

Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	<p>Uses initiative and creativity to resolve problems.</p> <p>Inputs new ideas for development and improving practices regularly.</p>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.