

Post Title	0.8 Lecturer in Digital & Graphic Design
Location	Craven College, Skipton (Multi-site)
Rate of pay	Main Grade Lecturer Scale point 5 – 14 £22,276 - £32,310 pa Pro rata £17,821 - £25,848 pa (30 hours per week)
Hours	30 hours per week. Additional hours may be negotiated.
Responsible to	Head of School School of Digital and Creative Industries
Special Conditions	A full enhanced DBS Certificate via the Disclosure & Barring Service will be required for this post
Closing Date	Thursday 17 January 2018 - midday
Interview Date	TBC
Post No.	A519

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

BACKGROUND INFORMATION

The School of Digital Creative Industries is situated in the Ingelborough Building, a purpose-built centre of excellence on the Aireville Campus of Craven College. It offers a wide range of both full and part-time courses in Art and Design, Media Make-Up, Media Production and Performing Arts, from Entry Level, through to Level 6. The School provides a dynamic and stimulating environment for students and staff and has high expectations of both, in terms of academic success.

The Art and Design area delivers Diplomas in Art & Design, from Levels 1 -3, as well as many PT courses in Photography, Art & Design, Graphics, Fashion and Textiles. Facilities include Photographic and Commercial Graphics Studio, equipped with IMac computers, Digital Suite, 3D Modelling and Animation Suite, Personal Fine Art space and 3D Design Workshops. Created within an exciting and stimulating context, student creative work is dynamic and responsive to current trends within the creative industries. Continuing Professional Development is actively encouraged in the School and many lecturers, both full and part-time are current practitioners in their respective fields.

Craven College is a partner in the Yorkshire and Humber application to create an Institute for Technology, focusing on digital skills. This government initiative is planned to support state of the art facilities for a networking lab and creative design studio at the College, with the Institute's partners and employer links supporting ongoing CPD opportunities.

The successful candidate would play a key role in helping us to develop the second phase of our Digital Skills IOT shared initiative with other Yorkshire and Humber Colleges, focussing on the development of digital skills in the region. Included in planning is the commencement of a BTEC HNC/D pathway in graphic Design, in September 2019.

MAIN JOB PURPOSE

To teach a range of specialist Graphic subjects and contribute to the successful development of the curriculum area.

KEY DUTIES AND RESPONSIBILITIES

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This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future, in-line with the strategic direction and development of the College.

- To teach a range of Graphic Design subjects/levels;
- To plan, track and record students' performance accurately;
- To demonstrate the ability to teach at all levels of ability up to level 5;
- To develop and design learning materials for a variety of users using ILT techniques;
- To function as an effective team member within the School and across the College;

- To communicate effectively with staff, students and parents;
 - To ensure students follow safe working practice and that Health and Safety policy and procedures are maintained;
 - To identify, research, promote and develop new courses both full or part time, in the area of Graphic Design to Level 5. This may include flexible modes of delivery;
 - To be pro-active in developing links with the local community, industry and Graphic Design professionals;
 - To periodically evaluate existing teaching provision and make recommendations for future changes/developments;
 - To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous improvement;
 - To contribute to the self-assessment and planning process;
 - To support initiatives to develop the quality of teaching and learning, such as organising or participating in staff development activities, in liaison with the Area Sector Leader;
 - To attend School, Area and course team meetings and any meetings relevant to awarding body protocol;
 - To be responsible for the efficient and effective deployment of available resources, identifying maintenance needs and new requirements when appropriate, and order equipment and materials when necessary, in liaison with technical support staff;
 - To develop initiatives to generate income for the area of Graphic Design and the School;
 - To participate in College marketing activities such as schools' liaison;
 - To assist with the induction, support and mentoring of new tutors;
 - To monitor learning support arrangements for students;
 - You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To measure the success, retention, achievement and recruitment of students by different equality strands and put in place action plans to address any underperformance;
 - To ensure that interaction with students is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
 - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
 - To participate in the College's Appraisal Scheme and undertake continuing professional development as required to meet the needs of the School and College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Appropriate degree or equivalent professional qualification, e.g. BA (hons) Graphic Design; BA (hons) Graphic Communication with Illustration/Typography; BA (hons) Visual Communication
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE or Certificate in Education;
- Relevant Recent teaching experience and industry experience in Graphic Design and Web Design;
- Expert knowledge of Adobe Creative Cloud 2015 Including Photoshop, Illustrator, In Design, Aftereffects, Premiere, Dreamweaver/Muse;
- In addition to the above an ability to teach a minimum of two of the following areas (areas particular interest to the post are underlined) UI/UX Design, Native Mobile Application Development (iOS & Android), 2D Digital animation, 3D Digital Animation, Interactive Design, Motion Graphics;
- Proven track record in delivering successful UAL, or BTEC qualifications (Including Foundation Studies in Art and Design) to Level 3 standard or above;
- Proven ability to teach Graphic Design/Digital Design Theory;
- Understanding of quality issues and the need to monitor and achieve key performance indicators;
- Interest and understanding of current educational initiatives;
- Ability to develop Graphic/Web design and related areas within the School, for example, levels 4-6 courses;
- Ability to work effectively in a team;
- High level of interpersonal skills;
- Excellent ability to work on own initiative;
- Willingness to train further in line with curriculum needs;
- Willingness to undertake level 2 Numeracy & Literacy qualification;
- Ability to maintain effective course Moodle and Pro-Monitor;
- To be prepared to travel with educational visits regionally, nationally and overseas.

DESIRABLE REQUIREMENTS:

- Working knowledge of 3D Software (Cinema 4D);
 - An MA or above in an area of Graphic and Digital Design;
 - Previous experience of HE teaching and course development;
 - Current full driving licence and access to appropriately insured vehicle.
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