

<b>Post Title</b>	Teacher of 3D Design and Graphic Design
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development.</li> <li>To be a Tutor and to undertake tutorial duties in accordance with college policy.</li> <li>To monitor and support the overall progress and development of students as a teacher within the academic and tutorial structure.</li> </ul>
<b>Responsible to</b>	The Principal through the Head of Faculty, Head of Department and Head of Hall if working as a tutor.
<b>Liaising with</b>	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians.

<b>Context</b>
<p>The Art and Design department is a part of the Faculty of Arts and Culture, and is made up of five subject areas: 3D Design, Fine Art, Graphic Design, Photography and Fashion and Textiles. Each department has a distinct and readily recognisable character while all deliver the distinctive mission so important to Loreto college staff and students.</p> <p>The 3D Design is made up of approximately 170 students and two teaching staff. This vacancy has arisen due to growth in this subject. The Graphic Design department has approximately 130 students and four teaching staff. Both subjects follow the OCR A Level specification, which is assessed by a combination of coursework and an externally set assignment. All work is internally marked and externally moderated.</p> <p>The Art and Design department is well-established and high achieving and works in a collaborative and supportive environment. Staff strive to achieve strong outcomes for all students, setting high expectations and delivering well organised and planned curriculums. The Art &amp; Design department offers excellent extra-curricular opportunities which include numerous trip (local and over-seas), visiting speakers, participation in competitions and high levels of progression guidance.</p>

**Main Duties and Responsibilities**

<b>Teaching and Learning</b>
<ul style="list-style-type: none"> <li>To undertake an appropriate programme of quality-first teaching in accordance with the duties of a standard scale teacher.</li> <li>To undertake the assessment and recording of students’ work and give timely feedback in-line with the department’s Assessment Policy.</li> <li>To monitor and support the progress and development of students as a teacher within the context of the academic and student support/tutorial structure.</li> </ul>
<b>Curriculum Planning, Development and Delivery</b>
<ul style="list-style-type: none"> <li>To contribute to the development and delivery of the subject in-line with Awarding Organisation specifications.</li> <li>To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the curriculum area as reasonably directed by the Head of Department.</li> <li>To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students, including meeting SEND/EHCP needs.</li> <li>To actively monitor and follow up student punctuality, absences and withdrawals.</li> <li>To implement College Policies and Procedures e.g. Equality and Diversity, Safeguarding, Health and Safety etc. as appropriate for the role.</li> <li>To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.</li> <li>To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.</li> </ul>

- To contribute to departmental trips, including planning activities and attending events as appropriate.
- In conjunction with the Head of Department, to foster the application of IT in the curriculum, including the development of materials for independent learning and contribute to the development and delivery of Skills for Life in the subject area

### **Staffing**

#### *Staff Development*

- To complete new staff induction activities as directed by the Learning & Development Manager and other College leaders, including the *Teaching for Living and Learning* programme.
- If appropriate and eligible for QTS, complete the ECT programme at the College or, if appropriate and eligible for QTLS, complete the SET QTLS programme.
- Complete staff development activities led by the Teaching and Learning team on the development of pedagogy at the College.
- Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.
- To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the Head of Department.
- To attend all appropriate MANCEP (Catholic Partnership) meetings.

#### *Deployment of Staff*

- To ensure that appropriate arrangements for classes are made when absent, informing HR and reception and working with the Head of Department.
- To work as part of a team and to ensure effective working relations, including where appropriate, to reasonably assist support staff and technicians in the discharge of their duties.
- To work with the Head of Department on completion of New Starter Reviews and the annual appraisal cycle.

### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To implement common standards of practice within the department and develop effective teaching, learning and assessment styles.
- To follow College and department procedures on the assessment, recording and reporting of student work and progress.
- To contribute to the College's procedures for lesson observation and learning visits, including work scrutiny.
- To implement College quality procedures, especially through contribution to the self-assessment process
- To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To contribute to modification and improvement where required.
- To contribute to internal and external verification systems where appropriate in the curriculum area, including keeping appropriate and accurate records in accordance with College and department procedures and systems as directed by the Head of Department and Awarding Organisations.

### **College Information and Administration**

- To ensure the maintenance of accurate and up-to-date information concerning students taught.
- To collect, analyse and evaluate performance data, especially through use of the electronic markbook.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To contribute to reports within the quality assurance cycle.
- To contribute to reports on examination performance, including the use of value-added data.
- In conjunction with the Head of Department, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of the practical exams and other external and internal assessments.

### **Communications**

- To ensure familiarity with the department's aims and objectives.

<ul style="list-style-type: none"> <li>• To ensure effective communication/consultation as appropriate with parents of students.</li> <li>• To liaise with relevant external bodies as appropriate.</li> </ul>
<b>Marketing and Liaison</b>
<ul style="list-style-type: none"> <li>• To contribute to the College liaison and marketing activities which include the delivery of 'Master classes' to feeder schools.</li> <li>• To interview prospective students and work with the department to deliver other marketing activities including for example, Open Days.</li> <li>• To link with external agencies as appropriate.</li> <li>• To contribute to the department's collection of data on destinations as appropriate.</li> </ul>
<b>Management of Resources</b>
<ul style="list-style-type: none"> <li>• To co-operate with other subject areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.</li> <li>• To contribute to the maintenance of an attractive working environment in teaching rooms used.</li> </ul>
<b>Student Support</b>
<ul style="list-style-type: none"> <li>• To monitor and support the progress and development of students, including use of the Student Log as directed.</li> <li>• To monitor student attendance with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To work as a Tutor, if appropriate, following guidance given by the Head of Hall.</li> <li>• To write UCAS and employment references for students as reasonably directed by the Head of Hall.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• To support the aims and objectives of the College.</li> <li>• To attend meetings in accordance with the College meetings schedule.</li> <li>• To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.</li> <li>• This Job Description is subject to periodic review and amendment.</li> <li>• The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</li> <li>• To maintain high standards and a professional approach in accordance with the Department of Education's Teachers' Standards.</li> <li>• To ensure your "online footprint", including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards.</li> <li>• To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).</li> </ul>

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Evidence of high-quality teaching of the subject area at an appropriate level	✓		Application, interview
Evidence of high levels of student satisfaction as appropriate	✓		Application, interview
<b>Skills and knowledge</b>			
Excellent standards of literacy and numeracy	✓		Application, interview
Ability to create high-quality materials to use within the department and to use department resources and materials effectively	✓		Application, interview
Willingness to prepare candidates for qualifications with exceptional skills, dedication and altruism	✓		Interview
Ability to work with and motivate students	✓		Interview
Ability to work with other staff as a team	✓		Interview
Excellent organisational and administrative skills	✓		Interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, interview
Ability to meet deadlines	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
Up to date knowledge of the subject area	✓		Application, interview
Practical working knowledge of Design software such as Adobe Illustrator, CAD. Familiarity with Microsoft Office.	✓		Application, interview
Ability to teach a second subject.		✓	Application, interview
<b>Qualifications</b>			
A relevant degree-level qualification or equivalent in an appropriate subject	✓		Application
A teaching qualification conferring QTS or QTLS (or allowing an applicant to work toward QTS/QTLS)	✓		Application
<b>Attitude and impact</b>			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to take and follow advice from line managers with regard to, for example, teaching and learning strategies, use of resources and classroom management	✓		Interview
Willingness to support department trips and visits	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
<b>Personal</b>			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			