Warrington & Vale Royal College

Our mission is: 'Inclusion, realising potential, transforming lives'

JOB DESCRIPTION

Job Title: **Part time Lecturer in Ceramics**

Responsible to: **Curriculum Manager**

Accountable to: **Curriculum Director**

Job purpose

To deliver high quality teaching, learning and assessment at our Winsford adult college, to ensure successful learner outcomes and maximise potential for all.

Key Responsibilities

- Deliver high-quality ceramics courses for adult learners.
- Plan and teach practical sessions in hand-building, wheel throwing, glazing and finishing techniques.
- Safely operate kilns and maintain ceramics equipment, materials and studio resources.
- Assess learner progress and maintain accurate records in line with College requirements.
- Create a safe, inclusive and supportive learning environment for all learners.
- Contribute to curriculum development and support the growth of ceramics, glass and jewellery-making provision.
- Maintain high standards of health and safety within the studio environment.
- Operate within the College's quality assurance processes and policies.
- Maintain up-to-date vocational and teaching expertise.
- Promote safeguarding, equality, diversity and inclusion in all aspects of the role.

Specific Duties

Teaching

- Plan and deliver high-quality ceramics courses for adult learners across a range of abilities and experience levels.

- Teach a range of ceramics techniques, including hand-building, wheel throwing, glazing and finishing methods.
- Safely operate kilns, including loading, unloading and monitoring firing schedules.
- Prepare and maintain studio resources, materials and equipment, including clay bodies, glazes and specialist tools.
- Monitor learner progress, provide constructive feedback and support achievement and progression.
- Create a safe, inclusive and engaging learning environment that promotes learner success.
- Maintain high standards of health and safety within the ceramics studio.
- Contribute to the development and growth of ceramics, glass and jewellery-making provision, including the development of new courses in response to learner demand.
- Maintain accurate learner records, registers and course documentation in line with College requirements.
- Promote the effective use of digital technologies to support teaching, learning and assessment.
- Support learner recruitment, induction and course promotion activities as required.
- Operate within College policies, quality assurance processes, safeguarding requirements, and equality, diversity and inclusion principles.
- Maintain and develop professional and vocational expertise to ensure teaching remains current and industry relevant.

Management

- Participate in the selection process of prospective students.
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to College administration and external agencies.
- Assist with marketing, induction of students, evaluation and other administrative and promotional tasks, as required by the Curriculum Manager to support particular courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.
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Assessment

- Invigilate examinations as required.
- Prepare assignments and examination questions and assignment materials as required by external bodies and leaders.
- Mark, grade and give written or verbal assessments as required and meet all assessment deadlines.
- Liaise with external examiners/internal and external verifiers as required.
- Internally verify a range of courses as assigned by the Curriculum Manager.

Curriculum

- Participate in curriculum reviews such as deep dive and light touch activity, innovation and change in response to College or external agency needs or demands.
- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

Pastoral and Welfare

- Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties.
- Identify students in need of pastoral and welfare support and advises within the limitations of personal competence or refers students to appropriate agencies.
- Prepare and submit reports to internal and external authorities concerning students' progress, attainment, personal qualities, interests, employment potential, difficulties and discipline.
- Maintain awareness and knowledge of current student support services provided by the College and external agencies.
- Share in the responsibility for ensuring good standards of student behaviour and taking appropriate disciplinary action.

Professional Development

- Develop expertise and skills to ensure the best outcomes for learners.
- Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.
- Attend and participate in regular internal CPD to develop and maintain teaching and learning skills and expertise.
- Maintain and update teaching and training expertise and vocational skills through collaboration with employers.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

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Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Personal Performance Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions. • The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

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Our College values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential.

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do.

We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy.

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands**.**

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers**.**

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

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PERSON SPECIFICATION

Qualifications

- Degree or equivalent in subject area or recent relevant practical experience
- Teaching qualification

Experience and knowledge

- Previous successful teaching experience
- Experience of building positive and collaborative relationships with colleagues and learners
- Strong and up to date subject and teaching, learning and assessment knowledge
- Good understanding of the benefits of technology and ability to support learners in its use.

Skills and abilities

- Ability to inspire, motivate and raise aspirations of learners through enthusiasm and knowledge
- Creative and innovative
- Reflective
- Ability to work under pressure and to deadlines
- Problem solving ability
- Flexible approach to work
- Inclusive in approach
- To contribute to and maintain College values
- Must demonstrate suitability to work with children and vulnerable adults

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