



**JOB DESCRIPTION**  
**Lecturer in Creative Media**

**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	Lecturer in Creative Media
<b>REPORTING TO:</b>	Head of Creative Arts, IT & Digital Industries
<b>Hours:</b>	18 per week
<b>GRADE:</b>	Teaching and Learning Grade 21-35

**KEY RESPONSIBILITIES**

1. To provide the Learners with the inspiration, direction and support they need to aspire to their chosen career path.
2. To provide outstanding teaching and learning within the Creative and Media department.
3. To support the Deputy Head with the management and co-ordinating the delivery of teaching and learning ensuring a high quality, innovative and effective service is provided that meets the needs of the learners.
4. To have responsibility for creative and media learners in the College and to support the team leader in all funding, awarding body claims and associated documentation.
5. To support the Deputy Head with the delivery of the programme against all agreed performance targets for the area, for example those pertaining to national benchmarks, funding, recruitment, retention, attendance and achievement for creative and media learners.

**MAIN RESPONSIBILITIES**

1. To work with the Deputy Head, College colleagues to deliver an overall learner experience, which ensures the highest levels of satisfaction for all learners and which engages, inspires and prepares learners for the world of work and / or their next steps.
2. To support the Deputy Head in all aspects of the creative and media quality assurance and improvement processes within the area, for example self-assessment, quality improvement plans, performance review, performance audit and learner voice.

3. To support the Deputy Head to liaise with parents, carers and other external partners as needed and attend such external meetings as are necessary.
4. To participate and contribute with the Deputy Head operational planning, for example the annual business planning and budgeting processes.
5. To ensure that information relevant to the work of the area is collected and collated and to provide statistical data as required.
6. To support the Deputy Head in working with marketing, communications and events colleagues to ensure the college offer of support is clearly and well communicated to current and prospective learners.
7. Support the Deputy Head to ensuring that regular reviews of learner progress take place in line with the College policy and that effective teaching and learning plans are in place for all learners.
8. To support the Deputy Head in ensuring that learners receive an effective induction to their course including the completion of appropriate initial and diagnostic assessments.
9. To support the Deputy Head in ensuring that regular reviews of learner progress take place in line with the College policy and that effective Individual Learning Plans are in place for all learners.
10. To support the Deputy Head in ensuring that all relevant learner information is recorded as required to deadlines, for example "at-risk" status, predicted achievement, targets and records of interventions/meetings.
11. To support the College internal inspection process and related procedures.

## **GENERAL**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Good standard of education including Maths and English to Level 2 (GCSE C or 4 grade)	E
	Degree in a relevant subject area e.g. Digital Design, 3D Animation, Games Design.	E
	Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	E
<b>Previous experience/job knowledge</b>	Recent relevant professional industry experience	D
	Knowledge of current industry standards, trends and technologies	E
	Knowledge of a relevant subject e.g. Digital Design, 3D Animation, Games Design.	E
	Experience of delivering outstanding learning support in terms of and learner success	E
	Understand performance targets in relation to education including attendance, retention, progress, achievement and success.	D
	Pastoral or equivalent experience and understanding to support the broad needs of students.	E
	IT literate and drive to enhance learning through technology	E
<b>Skills (Competencies and Aptitudes)</b>	Good digital literacy skills with the ability to produce and use spread sheets and monitoring systems to record, track, monitor learners.	E
	The ability to develop positive working relationships with individuals at all levels	E
	Team work and a commitment to sharing and promoting best practice	E
	Sound administrative skills	D
	Ability to work under direction and proactively on personal initiative	D
	Possession of good communication and presentation skills (written and oral)	E

	Ability to work flexibly and often under pressure to meet deadlines and targets	E
	A sound understanding of safeguarding and commitment to safeguarding young people and vulnerable adults and to creating a safe learning environment	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
<b>Other factors/ additional requirements</b>	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	
	Commitment to the highest possible levels of health and safety for students, staff and others	
	Commitment to a flexible approach to hours and duties	
	Ability and willingness to undertake continuous professional development	