



Lecturer in Creative Media

Job Description

Area	: Faculty of The Arts and Academic Studies
Salary	: £27,486 - £41,467 (<i>pro rata per annum</i>)
Hours of Work (<i>Full-time/Part-time</i>)	: 31 hours per week – Fixed term cover
Line Manager	: Assistant Director – Visual and Performing Arts
Responsibility for	: Lecturing on a range of courses in Creative media; : Undertaking other duties including tutorial support and associated administrative tasks; : Promoting and safeguarding the welfare of children and young persons in line with College policies; <i>and</i> : The marketing and promotion of the provision to employers and stakeholders.

Main Purpose of Job:

To provide innovative and engaging teaching, learning and assessment to ensure provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. Teach on a range of courses, primarily in the specified faculty but also as required in other faculties.
2. Undertake other specified duties including tutorial support and associated administrative tasks.
3. Have available an up-to-date specification and scheme of work (showing methods of delivery) for each course/class taught and to lodge a copy of this information with the Assistant Director of Faculty by the start of the course.
4. Prepare suitable teaching and learning materials for a range of courses/classes and make use of a range of appropriate delivery methodologies including where available the Library.
5. Use ILT innovatively and successfully in teaching, learning and assessment.
6. Attend classes punctually and complete accurately and in a timely manner all class records including the register of attendance and schemes of work.
7. Report any variations to the agreed class timetable to the appropriate Assistant Director of Faculty and obtain permission for any long term or planned changes.

8. Keep records as required of all learner assessed work and report progress or otherwise at appropriate course team meetings.
9. Set, assess and maintain records of all examinations or end of unit assessments and where required advise Finance and Administration of such results.
10. Attend Faculty, Course Team or subject area meetings as required.
11. Attend as required Progress Evenings, College Open Evenings and other promotional events of the College.
12. Successfully market and promote the provision to employers and stakeholders.
13. Support the College's school liaison provision, liaising with partner schools and providing exciting taster sessions and other activities in the promotion of Protective Services and the College.
14. Liaise with external stakeholders e.g., businesses to develop good working relations and programmes to meet their needs.

Generic Duties and Responsibilities:

15. Promote a culture of innovation, excellence and equality.
16. Reflect the vision, mission, aims and values of the College.
17. Comply with College policies, procedures and agreements.
18. Contribute actively to the risk management of the College.
19. Promote and implement the College's strategies on equality, diversity and safeguarding.
20. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
21. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
22. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Lecturer in Creative Media Person Specification



Cheshire College
South & West

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
Degree (or equivalent) in relevant discipline related to Media (e.g. Media studies, Media communication, Film & Television production, Film studies, Cultural studies & Film)	✓				✓	
• Teacher trained (<i>PGCE, DTLLS or CertEd</i>) or willingness to work towards	✓				✓	
• GCSE Grade C (4/5) in English and Maths	✓				✓	
• Evidence of ongoing professional development	✓				✓	
<u>Desirable</u>						
• Assessor Awards (<i>or working towards</i>)	✓				✓	
• Masters' degree or higher qualification	✓				✓	
Skills and Experience						
<u>Essential</u>						
Proven experience of Creative media communication and production pathways	✓	✓	✓			✓
• Ability to teach learners of varied needs and abilities	✓		✓			✓
<u>Desirable</u>						
• Experience of lecturing at Level 1, 2 and 3	✓		✓			✓
• Competent practical and technical skills in media and ILT	✓	✓	✓			✓
• A proven record of contributing to the development of course materials for courses offered by the Department	✓	✓	✓			✓
• Recent and relevant experience in media pathways of TV & Film	✓		✓			✓
• Evidence of innovation in designing or delivering courses	✓		✓			✓
Personal Attributes						
<u>Essential</u>						
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions	✓		✓	✓		
• Emotional intelligence, self-awareness and confidence		✓	✓	✓		
• Accuracy and attention to detail	✓			✓		

Assessment Method

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
Personal Attributes (continued)						
<u>Essential</u>						
• Excellent organisational skills, ability to prioritise and work effectively under pressure			✓			✓
• Flexible approach to working			✓	✓		✓
• Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment			✓			✓
• Commitment to on-going professional development	✓					✓
• An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults			✓			
Other requirements for employment						
<u>Essential</u>						
• Enhanced DBS check						

Updated: October 2024