# Foundation Art and Design Diploma
# TUTOR JOB DESCRIPTION

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| **POSITION:** | **Visual Studies & Life Drawing Tutor** |
| **REPORTS TO:** | **FAD Course Leader** |

**KEY PURPOSE OF THE JOB**

To develop, deliver, and support academic programmes in line with agreed standards and policies.

**MAIN ACTIVITIES**

1. To teach Foundation Art Diploma Visual Studies & Life Drawing within the College as required.
2. To plan, prepare and teach strong lessons for the classroom which enthuse and inspire students, and promote enjoyment of learning. To effectively use a variety of learning styles, having regard to the individual learning needs of students. To select and sequence appropriate materials, resources and approaches according to the course type and learners.
3. To assess, track and provide relevant and timely feedback on achievement, progress and developmental needs to students, academic and other managers/colleagues, including student records.
4. To set and mark promptly independent study to be completed outside of lessons in accordance with the College Marking and Assessment Policy.
5. To write half-termly reports on students with clear formative comments and targets as to how to improve work, by deadlines given, and provide regular estimated grades and feedback on tests as required. Maintain effective records of lessons, grades awarded and marks given in class. Ensure accurate attendance records are kept for every lesson using the College electronic systems.
6. To set, evaluate, and mark students' course work, homework and other assignments promptly, and to record marks on College systems as requested, in accordance with the College Assessment and Marking Policy and procedures.
7. To carry out formative and summative assessments as appropriate.

8. To complete associated and administrative tasks to deadlines, as directed.
9. To induct students appropriately, to provide academic advice, counseling, educational guidance, and tutorial support to students, including individual learning plans as directed.
10. To supervise students' attendance and behaviour and follow up as appropriate, in accordance with the College Behaviour and Attendance policies.

11. To develop materials and resources, implement, support and/or lead in the production and improvement of Schemes of Work as appropriate, and undertake other academic project work as directed.
12. To ensure lessons are in line with SoWs and their respective objectives, and that these are shared with students. To give feedback on materials, courses and lessons to academic and other managers/colleagues as required.
13. To contribute towards the optimal utilization of learning environments, eg. Notice boards and displays to motivate and inform students.
14. To attend academic, departmental and College meetings when required, and attend/deliver INSET sessions as directed. Part Time staff are required to attend meetings and may claim payment at meetings rate to do so.
15. To supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times.
16. To adhere to the standards and procedures detailed in the Staff Handbook.
17. To deal with student issues/emergencies as and when they arise.
18. To be aware of your responsibility to promote and safeguard the welfare of children and young person's you are responsible for/come into contact with during your employment, and be fully aware of the College Child Protection Policy.
19. To participate in Performance Management (PM) scheme in line with College policies and procedures.

**GENERAL**

20. To adhere to all statutory regulations and to CEG policies and procedures.
21. To undertake any reasonable duties as required.

**PERSON SPCIFICATION – TUTOR**

**General**

- Is supportive of the aims, ethos and mission statement of the College.

**Motivation**

- Is proactive rather than reactive in approach, and can act on own initiative.
- Takes responsibility and ownership for work issues and problems of a primary operational nature.
- Implements improvements to work processes and practices within his/her remit..
- Understands College goals and direction and brings these to bear in teaching.

**Drive**

- Is energetic, enthusiastic and demonstrates a positive attitude.
- Committed to role and to team/College.
- Gets things done through influence and fairness, rather than by railroading others.
- Can confront and overcome obstacles to progress.

**Intellect**
- Demonstrates good critical thinking skills to understand student and staff issues.
- Can suggest and where appropriate implement solutions appropriate to student and staff situations.
- Gathers facts and analyses situations in an objective, accurate and organised fashion.

**Judgement**
- Can think and act rationally and maturely without undue bias or reliance on emotional responses.
- Can weigh up information, issues and evidence and draw balanced conclusions from such.
- Shows clearly that he/she is learning from experience.
- Knows when to ask for support and advice from colleagues.

**Credibility and Communication**
- Has positive impact with student and staff.
- Projects appropriate professional image.
- Speaks clearly, sensitively and persuasively when interacting with internal personnel.
- Keeps Line Manager and team informed of progress or difficulties.
- Displays excellent listening and questioning skills.

**Resilience**
- Can balance the normal demands of a range of work and responsibilities without disruption to other team members or College staff.
- Can prioritise conflicting demands.
- Remains balanced, rational and tolerant in dealing with others at all times.

**Customer Focus**
- Demonstrates a clear empathy with students and staff and understands their needs.
- Shows awareness of issues pertaining to working in a multi-cultural environment.
- Understands the demands of working within a market-led organisation.

**Technical**
- Comfortable with use of Microsoft Office and other applications.
- Good level of written and spoken English.
- Problem-solving abilities.
- Accuracy and time-keeping.

**Teamwork**
- Has confidence and respect of peers, Departmental team and other College staff.
- Supports an open and supportive team climate.

**Organisation**

- Meets deadlines and able to be flexible when situations demand.
- Demonstrates a capability to balance competing demands.