

# Job description: Hourly-Paid Stained Glass Lecturer

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| **Status** | Hourly-Paid Stained Glass Lecturer |
| **Base** | **Waterloo Centre** 61 Westminster Bridge Road Site |
| **Grade** | HP Teaching  |
| **Salary** | £29.10 per hour, plus holiday pay of £6.90 which will be paid on a termly basis |
| **Hours of work** **(per week)** | 3hrs per week on Tuesdays 6- 9pm over 10 – 12 weeks during the autumn, spring and summer terms  |
| **Reports to**  | Helen Smith - Programme Area Manager- Jewellery and Glass |
| **Manager to**  | No line management responsibility |

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| **ROLE PURPOSE** |
| To plan, design, deliver, assess, evaluate and manage classroom activities within the glass area teaching stained glass/ leaded light, in order to maintain the highest levels of quality assurance in the teaching and learning of adult students.**Working with**The post holder will develop productive working relationships with staff from all sections of the College, its learners and other College stake holders as appropriate. The Post holder will have specific contact with the following staff: Programme Manager for Jewellery and Glass; Curriculum Area Manager for Art & Design. |

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| **MAIN ACCOUNTABILITIES** |
| 1. To teach adult learners how to design and create stained glass/ leaded light panels in a practical and constructive manner through demonstrations and one to one help in the stipulated number of hours per week in a flexible and creative way, utilising ILT as appropriate and meeting both the needs of the learners and the course requirements. Deputise for absent colleagues as and when the need arises.
2. To encourage progression in this area with the use of self-generated teaching materials such as digital presentations, technical and design handouts.
3. Follow College and Departmental quality assurance procedures by maintaining up-to-date course outline forms, lesson plans, schemes of work, assessments of learner’s progress and achievement, evaluation data on course activities and tutor course reports.
4. Undertake course administration including maintaining a course register and checking learners’ enrolment status.
5. Provide induction and advice and information to learners on the requirements of the course programme and possible progression routes.
6. Work co-operatively with the Curriculum area including supporting the PM in promotional and marketing activities for the Department and the courses that you teach and participating in departmental curriculum development on a yearly basis.
7. To keep up to date in your specialist area, and seek to develop new skills in response to changes.

**General**1. To attend relevant training and meetings as required.
2. To be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD required of you professionally.
3. To contribute to the effective management and promotion of equality and diversity, this includes using teaching materials and methods that are relevant to a diverse student group.
4. To work in accordance with the Health & Safety at Work Act and College Safeguarding Procedures, ensuring the College is a safe environment for staff, students and visitors.
5. To work at all times in accordance with Morley College’s policies and procedures.
6. To carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.
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| **GENERAL COLLEGE RESPONSIBILITIES**  |
| **Safeguarding children and vulnerable adults:**The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for, and come into contact with.This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder |

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| **WORKING WITH** |
| You will be working as part of the Morley College Visual Art Department working closely with the Programme Manager, teaching staff, students and others as the need arises. |

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| **DBS STATUS** |
| This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check. |

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| **PERSON SPECIFICATION** |

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| Job Title:  | Hourly-Paid Stained Glass Lecturer at Morley College Waterloo |

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|  |  | **Essential** | **Desirable** |
| 1. | Educated to degree level or equivalent and a subject based qualification | 🗸 |  |
| 2. | A post-16 Adult Education Teachers Certificate, Cert Ed., PGCE, DTLLS or equivalent or a willingness to undertake such a qualification within an agreed time |  | 🗸 |
| 3. | Successful experience of teaching stained glass to adult learners of mixed ability in group settings | 🗸 |  |
| 4. | Experience of successfully planning, delivering, assessing and evaluating teaching and learning and are able to devise and maintain course materials of a high standard that are suitable for the needs of a variety of different learners | 🗸 |  |
| 5. | Have a commitment to and be able to demonstrate knowledge of health and safety, equality and diversity as appropriate to the post | 🗸 |  |
| 6. | Have a clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount | 🗸 |  |
| 7. | Good organisational and record keeping skills and an ability to use ICT in the development of resources, materials and administration related to teaching | 🗸 |  |
| 8. | Excellent interpersonal skills with the ability to work independently as well as contribute to the work of a team | 🗸 |  |
| 9. | A commitment to continuing professional development with an interest and ability in developing new approaches to teaching and learning | 🗸 |  |
| 10. | Ability to provide succinct explanations of stained glass techniques and to initiate discussion with large groups of learners | 🗸 |  |
| 11. | Knowledge of current stained glass practice and recent developments in this field | 🗸 |  |