

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Supply Artist in Residence £29,376 per annum, pro rata Closing Date: Friday 30th August 2019
------------------	--

Post Holder	
--------------------	--

Accountable To	Curriculum and Learning Manager – Creative Industries
-----------------------	--

Responsible For	
------------------------	--

Department	Creative Industries
-------------------	----------------------------

Overall Purpose of Job
The primary function is to develop the skills and understanding of students and trainees and provide support to them throughout their course of study and assess their work in line with National Standards

Main Duties and Responsibilities
CORE KEY ACCOUNTABILITIES: Developing Skills: <ul style="list-style-type: none">• Requisition and/or prepare materials for skills development session as specified within job outline• Set up workshops/tutorial areas• Provide skills demonstrations• Supervise and support learners• Interact with students to monitor knowledge and understanding• Provide constructive feedback to learners on their performance• Maintain an environment which is conducive to learning• Support learners in the use of IT and specialist equipment Assessment: <ul style="list-style-type: none">• Observe and assess students practical skill levels and their knowledge and understanding as it relates to the practical activity• Record results on assessment registers and other formal documentation such as Candidate Achievement Records• Assess workplace performance• Submit results to support service and where appropriate employers and/or training providers• Maintain records of group student attendance and achievements Course Team Duties: <ul style="list-style-type: none">• Participate in Course Team meetings and Quality Check Meetings and provide feedback on issues impacting upon the student experience

 **BORDERS COLLEGE** 
JOB DESCRIPTION

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

BORDERS COLLEGE

JOB DESCRIPTION

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF Level 9 qualified in ART & DESIGN	E

KNOWLEDGE	Essential or Desirable
Understanding of the range of skills to be delivered in	E
Ability to form motivating relationships with learners	E
Previous knowledge of assessing to a competence standard	D
Aware of strategies to engage young learners	D
Understanding of possible learning difficulties	D
Good communication skills with groups and individuals	E
Ability to work independently but recognise when to seek advice	E
Basic IT skills (word processing, use of internet, e-mail)	D

EXPERIENCE	Essential or Desirable
Industrial experience in Art and Design	E
Training experience	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Confident	E
Friendly, outgoing manner	E
Well organised	E
Flexible	E
Hard working	E
Good team worker	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Good knowledge of social inclusion issues	E
Good knowledge of discrimination issues	E
Evidence of Continuing Professional Development	D

In-Post Training:

- Successful applicants will be expected to achieve Learning and Development units required for the post within 12 months. The College will allocate time and support to the successful applicant to achieve the units within the timeframe.

General:

- The above outline of major tasks and activities is not exhaustive. Postholders are expected to carry out activities within their ability/experience and within the overall remit of the post.
- The post will be operated on an annualised hours basis

Selection Activities:

The selection activities used will depend on the