

October 2020

### Subject Tutor Books (0.4FTE) Vacancy

Thank you for your interest in the Subject Tutor (Books) vacancy. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter by e-mail by 5pm, **Monday 26<sup>th</sup> October 2020**.

Email: [HRMailbox@westdean.ac.uk](mailto:HRMailbox@westdean.ac.uk)

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks, please assume that your application has been unsuccessful on this occasion.

**To note:** the role is 0.4FTE (2 days per week) but we welcome applications for a lower FTE. Please outline on the application the FTE preferred.

## JOB DESCRIPTION

JOB TITLE	<b>Subject Tutor (Books)</b> (0.4FTE - preferred FTE to be outlined on application)
DEPARTMENT/DIVISION	School of Conservation
LOCATION	West Dean College
RESPONSIBLE TO	Subject Leader (Books)

## MAIN PURPOSE OF THE JOB

Support the Subject Leader in the day to day organisation and delivery of the subject specialist and common curriculum of students attending validated and non-validated programmes of study in Books; support in the general supervision and care of the dedicated studio and equipment.

## GENERAL DUTIES & RESPONSIBILITIES

- Plan and manage all aspects of the specialist programme/units and participate in their delivery under the direction of the Subject Leader.
- Collaborate with other College staff to plan, manage and deliver curriculum related to common units of study, the Foundation Degree, and other courses as required.
- Participate under the direction of the Subject Leader in the development of the structure and content of the programmes for validation and review.
- Participate under the direction of the Subject Leader in quality assurance processes including annual monitoring and committee work.
- Ensure that programmes are delivered in accordance the regulations and requirements of the College and validating body, where applicable.
- Participate in the induction of visiting lecturers and take responsibility for the supervision of their work as required by the Subject Leader.
- Undertake continuous professional development, scholarly activity and research in order to maintain currency of subject knowledge and teaching.
- Maintain contacts with academic and professional experts in relevant fields.
- Assist in the recruitment of students through involvement in marketing activities including Open Days and taking part in the interviewing process when required.

- At the beginning of each term/semester ensure that students know and understand what is expected of them within the individual units of study and in relation to their content, method of delivery, deadlines and method of assessment.
- Co-ordinate and oversee the programme intranet/VLE ensuring learning materials and timetabling information are available and up to date, as required by the Subject Leader.
- Liaise with the Academic & Student Services staff to ensure that students receive an appropriate level of pastoral care and support and ensure that appropriate action is taken where students' progress is unsatisfactory.
- Liaise with library staff to ensure acquisition of relevant reference books and trade publications related to the subject area.
- Liaise with the Head of Technical Resources in respect of equipment and Health & Safety issues.
- Organise and participate in external study trips where required in consultation with the course leader.

#### GENERAL ADMINISTRATION

- Attend College and Foundation meetings as required.
- Represent West Dean College at selected external events and conferences in agreement with Subject Leader.
- Ensure that relevant Health & Safety legislation is adhered to.
- Undertake all other reasonable and College-related duties as may be required from time to time.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

**This job description is subject to regular review in consultation with the post holder.**



PERSON SPECIFICATION

<b>Experience &amp; Knowledge</b>	Demonstrable experience in conservation practice directly related to the programmes.  Teaching and administrative experience in higher education.
<b>Education/qualifications</b>	A Bachelor's Degree or equivalent professional experience.  A PGCertHE or Fellowship of the HEA.
<b>Attributes</b>	Excellent communication skills  Very good interpersonal skills.  Entrepreneurial and professional skills including working to strict deadlines.  Competency in word processing, spreadsheets and PowerPoint

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	1 x Permanent Contract, 0.4FTE
Duties:	As attached job description.
Salary:	£37,500 per annum (£15,000 pro rata)
Hours:	14 hours per week (0.4FTE) (to confirm FTE preference on application)
Place of Work:	West Dean College.
Holidays:	38 days per holiday year (FTE) (1 October to 30 September) inclusive of Bank Holidays (15.5 days pro rata).
Sickness:	10 days in any consecutive twelve month period (4 days pro rata), or longer period at the Foundation's discretion, after six months' continuous service.
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.