

JOB TITLE	Subject Tutor – Diploma Applied Interior Design
DEPARTMENT/DIVISION	School of Design
LOCATION	West Dean College – Bloomsbury Campus
SALARY	£31,500- £35,000 per annum FTE (dependent on experience)
HOURS	21 hours per week (0.6 FTE)

The Organisation

West Dean College is internationally recognised as a centre of excellence for art, design, craft, and conservation education. The work of staff and students, frequently rooted in traditional skills, is both innovative and world leading.

We are making bold and ambitious moves as an organisation with the expansion of our portfolio, the redevelopment of our estate and our strategic push on diversity and sustainability.

Our programmes are delivered across two sites in the UK- West Dean, the idyllic Grade II listed rural campus in the stunning South Downs near Chichester (West Sussex), and our prestigious Bloomsbury site in the heart of London. These inspiring locations provide the ideal environment in which students can work across disciplines and forge exciting new collaborations.

The Role

This position will be reporting directly to the Course Leader, and will also involve working closely with the Course Tutors, Course Managers and Head of School when necessary.

The post holders will participate in the delivery of the course syllabus to students, including teaching, assessment, and preparation of course content, and will work closely with the Course Leader and other members of the teaching team on the development of the course.

PRIMARY RESPONSIBILITIES

Teaching

- Contribute, in collaboration with other members of the teaching team, to the day-to-day delivery of the teaching requirements of the programme.
- Keep up to date with teaching and learning developments and be alert to best practice.
- Respond to student academic queries when in the studio and via email, and help students individually in the studio, virtually or via email or by phone.

Programme Organisation, Management and Enhancement

- Prepare teaching materials for delivery in studios and workshops, including the preparation of lesson plans and lectures.
- Participate in the review of teaching, learning, assessment processes to inform on-going improvements on the course as required.

Recruitment

- Interviewing of prospective students as part of the interview panel team.

Student Support and Information

- Inspire students and develop new initiatives to support high levels of retention, encourage students engage actively and to take a creative approach to their studies.
- Monitor students' academic progress, noting particularly any failed learning outcomes and intervening to assist students who are underperforming.
- Monitor student attendance and timekeeping in consultation as required by the Course Leader, and record concerns and absences.
- Identify student welfare issues and concerns and escalate these as appropriate to the Course Leader.
- Liaise with the Course Leader when students may need extensions to deadline or to request an intermission from their studies.

Assessment

- Undertake assessment including participating in critiques and presentations ensuring the timely delivery of written and verbal feedback to students.

General

- To champion Equality, Diversity, and Inclusion.
- Attend and contribute to College and Foundation meetings as required.
- Assisting at onsite Open Days, occasional evening events and external school visits.
- Attendance at the School of Design exhibition onsite, and assistance with the presentation of student course work for display onsite, online at this or other similar events.
- Attendance at and preparation for Award Ceremonies.
- Ensure that relevant Health & Safety legislation is adhered to.
- Undertake other reasonable and College-related duties as may be required from time to time.

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

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> • Level 5 Qualification in Interior Design 	<ul style="list-style-type: none"> • A PG Cert HE or Fellowship of HEA.
Experience	<ul style="list-style-type: none"> • Experience in the practice of teaching and delivery in Higher Education in a relevant discipline. • Experience of working in practice as a Designer. • Experience of teaching/training and assessment. • Extensive experience of demonstrating specialist techniques. 	<ul style="list-style-type: none"> • A track record of successful educational programme management. • Online delivery of teaching materials
Skills & Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an in-depth understanding of contemporary Interior Design theory and practice relevant to discipline. • Knowledge of best practice in Interior Design workshops/studios and conformation with Health and Safety requirements. • Strong administrative and organisational skills. • Competent in the use of IT including MS Office software • Competent in the use of industry-standard software in CAD, 3D modelling and cost estimating. 	<ul style="list-style-type: none"> • An understanding of different approaches to pedagogy • An understanding of Virtual Learning Environments.
Personal Characteristics	<ul style="list-style-type: none"> • Able to demonstrate a professional approach to Interior Design practice and high standards of professional conduct. • Able to build and maintain positive and empathetic working relationships with students and colleagues. 	

	<ul style="list-style-type: none"> • An ability to manage and resolve situations with sensitivity and tact. • Professional and approachable and supportive manner. • A collegial approach to teamwork. • A confident communicator, with the ability to build and sustain effective communication internally and externally. • Able to work independently, with minimum supervision. • Able to work under pressure to tight deadlines. • A positive and enthusiastic team player with an ability to work collaboratively in a team. 	
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The Benefits

In recognition for all your hard work and dedication, we can offer you:

- 38 days holiday per year
- Pension (we'll match you up to 7.5%)
- Life Assurance
- Company Sick Pay
- Employee Assistance Programme
- 25% off retail and restaurant
- 50% off short courses
- Salary sacrifice schemes

Candidates for this role will need to be able to demonstrate a current Right to Work in the UK.