

DIGITAL MEDIA (DESIGN) - TUTOR APPOINTMENTS

GENERAL INFORMATION

The Digital Media Section offers a range of part-time courses for adults including Video production, Photography, Photoshop, Web Design & DTP. A full-time Head of Programme manages the department.

The Mary Ward Centre is housed in two interconnecting listed Georgian houses overlooking Queen Square. The atmosphere is relaxed and friendly but purposeful. Students come from all walks of life, local, London wide and beyond. Their education, work and life experience varies enormously. Some students do not have English as their first language. The Centre has a full programme of other courses, including English and Other Languages, Computing and IT, Music, Health, Humanities, Personal Development, Arts and Crafts and Digital Media.

The rate of pay per hour is £26.68 (without a teaching qualification)-£27.99 (with a teaching qualification). Please note that if you do not have a teaching qualification you will need substantial teaching experience at AE level and be expected to obtain one during your first year of teaching.

Vacancies:

Digital Garden Design

This course consists of 4 sessions of 6hrs (not including 1hr lunch break):
Saturdays from 12 February to 5 March, 10.30-17.30

It also runs as a 12 session evening course:
Thursdays 13 January to 31 March 18.00 to 20.30

This course is for adult beginners with some or no experience of garden design. They will be introduced to the use of freely available garden design software and learn the basic skills via simple group and individual projects.
Students work will need to be monitored and assessed throughout the course.

We expect a creative approach to delivering the course including discussions of resulting work as well as delivering skills in a range of ways.

Digital Interior Design

This course consists of 4 sessions of 6hrs (not including 1hr lunch break):
Saturdays from 12 March to 2 Apr, 10.30-17.30

It also runs as a 12 session evening course:
Tuesdays 26 April to 12 July 18.00 to 20.30

This course is for adult beginners with some or no experience of interior design. They will be introduced to the use of freely available interior design software and learn the basic skills via simple group and individual projects.
Students work will need to be monitored and assessed throughout the course.

We expect a creative approach to delivering the course including discussions of resulting work as well as delivering skills in a range of ways.

JOB DESCRIPTION

The Tutor will be expected to:-

1. Take responsibility for devising a suitable course and lesson plans.
2. Teach the course
3. Devise methods of working that will suit all students.
4. Monitor and evaluate students' progress.
5. Undertake administrative tasks to support the course e.g. record keeping, course documentation etc.

PERSON SPECIFICATION

The successful applicant will:-

1. Be skilled in the use of the relevant design software or be a practising artist.
2. Hold a teaching qualification or have substantial adult education teaching experience and be prepared to acquire one during the first year of the post.
3. Have relevant experience in teaching or leading groups of adults. We are particularly interested in tutors who will encourage a creative and imaginative approach.
4. Have the following teaching skills:
 - a well thought out course plan
 - an ability to work with mixed ability and mixed level groups
 - good strategies for monitoring and evaluating student progress
 - good communication skills
5. Have a commitment to the Centre's Equal Opportunities policy, which is reflected by the statement below.

“ The Mary Ward Centre is committed to achieving a service which provides equality of opportunity and freedom from discrimination on the grounds of race, class, sexual orientation, religion, disability, age or political beliefs in both education and employment. This statement pledges the Centre, all its workers and tutors, the administration, management, support services and the users to actively combat discrimination and to promote equality of opportunity”

Application forms are available from Reception at the Mary Ward Centre. For further information or advice about your application, please contact Sharon Fuller, Programme Head Visual and Performing Arts.

Your completed application form including the supporting statement outlining how you meet the person specifications should be returned to **Beryl Washington.**