

## **VISUAL ARTS DEPARTMENT- TUTOR APPOINTMENTS**

### **GENERAL INFORMATION**

The Arts and Crafts Department offers a range of part-time courses for adults including, art history, painting, drawing, sculpture, printmaking, textiles, glass and jewellery. We also have a few accredited courses: Pre Foundation in Art & Design, Access to HE diploma in Art & design & Professional Practice for Artists. A full-time Head of Programme who is a practising artist manages the department. The department also has a full time Administrator and part time Access Co-ordinator as well as a part-time technician.

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, Music, Health, Humanities, Personal Development and Communication Studies.

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.

### **The Vacancy:**

#### **Introduction to Fused-Glass Jewellery**

This course runs for 10, 3hr sessions per term, over three terms, on Tuesdays from 14:00 – 17:00. Each course is separate and may enrol new students as well as those who wish to continue.

The course should provide a basic introduction to making fired glass beads for jewellery. Students are adults who have some basic experience of jewellery making and seek to explore new techniques for their work.

We expect a creative approach to delivering the course, including discussions of resulting work as well as developing skills and introducing students to contemporary jewellery design. Students work will need to be monitored and assessed throughout the course.

## 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.
6. Attend one departmental meeting per term.

## PERSON SPECIFICATION

The successful applicant will:-

1. 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 by Friday 25<sup>th</sup> June to Jackie Wamaitha: [jackie.wamaitha@marywardcentre.ac.uk](mailto:jackie.wamaitha@marywardcentre.ac.uk)**