

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

JOB TITLE:	Art History Tutor (Talent Bank)
DEPARTMENT:	Art History
REPORTS TO:	Tutor Coordinator
OVERVIEW OF THE JOB	
<p>To plan, teach and evaluate Art History courses, meeting the learning needs of adult students in the programme area. Due to the requirements of the programme, we are particularly looking for candidates able to teach in person in Central London (Keeley Street college building, and/or galleries) during the daytime; however, we will also consider evening and online teaching applications. Please indicate clearly in your application if you are available to teach in-person.</p> <p>We are particularly looking for an ability to teach in the following areas:</p> <ul style="list-style-type: none"> • Arts of Africa/African diaspora • Arts of Indigenous cultures • Early Modern Europe • Arts of Asia – China, Japan, South Asia • History of museums, collecting, curating and gallery-based teaching • Introduction to Art History 	
KEY AREAS OF RESPONSIBILITY	KEY PERFORMANCE INDICATORS (KPIs)
In close collaboration with the Tutor Coordinator, and in accordance with the needs of the programme and your own expertise, develop and teach course(s) for adult learners in one or more of the areas outlined above.	<ul style="list-style-type: none"> • In collaboration with the Tutor Coordinator, undertake the development and planning of a course or courses in Art History. • Undertake the teaching of a course or courses in Literature • Teach in a flexible and creative way that reflects accurately the advertised programme and meets the overall requirements of the curriculum offer. • Work co-operatively within the programme area team. • Provide and work to a course outline, schemes of learning, lesson plans and individual project briefs as required. • Take responsibility for classroom administration, e.g. take registers and check students' enrolment status. • Knowledge of Art History, keeping up to date with subject knowledge and other issues relevant to the area of work.
Assessment of Students	<ul style="list-style-type: none"> • Assess students' learning during the class and provide feedback as required. • Carry out quality assurance procedures such as student self-assessment (statements of learning), course review and evaluation procedures. • Take responsibility for students' progress and inspire them to re-enrol.
Other	<ul style="list-style-type: none"> • Use ILT (Instructor-led Training) as appropriate to facilitate learning, prepare ILT and audio-visual equipment for classes with guidance and support from e-learning advisors. • Advise students on progression routes to other courses etc. • Attend relevant training / development events and meetings as required. • Work at all times in accordance with and to further the policies and procedures of City Lit, including those regarding safeguarding, health & safety, equality & diversity and customer care. • Can support the process of quality improvement and understand your role in it.

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

	<ul style="list-style-type: none"> • Share best practice and actively engage in continued professional development • Any other duties as appropriate to the post.
--	---

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<ul style="list-style-type: none"> • A qualification relevant to the subject being taught (degree and/or postgraduate qualification). • A relevant teaching qualification. <p>We expect our teachers to deliver outstanding teaching and inspirational learning and to have the appropriate teaching and subject knowledge and skills to do so. Outstanding teaching and learning is recognised and assessed by weighing up a number of factors, including:</p> <ul style="list-style-type: none"> • self and peer assessment of teaching and learning • the retention and achievement of students • feedback from students • teaching and learning class visits and drop-ins • the judgements of managers <p>We normally expect our Tutors to have a teacher training qualification appropriate to their role (e.g. a Level 3 Award in Education and Training or equivalent if you deliver group teaching or a Level 5 Diploma in Education and Training or equivalent if you are a teacher on most accredited courses). You may be exempt from this requirement if you can satisfy limited criteria which we can discuss with you. If you do not have the appropriate teacher training qualification, you would ideally be willing to obtain this and have a team who work with our Tutors to support continuous professional development.</p> <ul style="list-style-type: none"> • Have a commitment to Quality, Health and Safety, Equality and Diversity, customer care and safeguarding. • Level 2 qualifications in both Literacy and Numeracy (or equivalent). <p>Desirable:</p>	<ul style="list-style-type: none"> • Experience of teaching Art History, ideally to groups of adults. • Ability to plan and deliver imaginative and engaging courses (informed by up to date subject knowledge, enthusiasm and interest in Literature) face-to-face and/or online, in collaboration with the Tutor Coordinator, understanding the interests and learning needs of the student cohort. • Ability to work collaboratively as part of a team. • Excellent communication skills.

CITYLIT

INSPIRING PASSIONS · REALISING AMBITIONS

Ability to teach in-person at our Central London college building, and/or galleries.	
--	--

HOURS OF WORK:	Variable depending on course scheduling.
----------------	--