JOB DESCRIPTION

Job Title: **Associate Tutor in Designed and Built Environments**

Location: **Cardiff School of Art and Design**

Salary: **£47.74 per hour plus 18% holiday pay**

Role Summary:

The Associate Tutor could be required to provide teaching cover for modules in BA Architecture, BSc Architectural Design & Technology and other relevant cross-School modules, as appropriate, on an occasional or sessional basis.

Work might involve covering for academic staff in times of sickness, when staff are on agreed research leave, working with the team to deliver the programme on a sessional basis throughout the year or delivering short courses on the evenings or weekends.

Please note that the session fee is inclusive of both teaching and associated duties, i.e. the hour of delivery plus one hour for the duties associated with that hour of delivery including preparation and assessment.

Principal Duties and Responsibilities

- To obtain and be familiar with relevant course documents which give information related to the aims and operation of the course, including the syllabus, methods of assessment, preferred teaching methods, information needed by students, course dates and times, etc.

- To liaise with members of the programme team, as appropriate, in order to understand requirements, coordinate plans and administrative actions and to discuss changes.

- To prepare effective course material which will fulfil the aims of the course, including enhancement of the learning experience through a student-centred approach.

- To attend and deliver sessions as agreed, lecturing, leading discussions and otherwise providing guidance and advice and promoting learning, as required.

- To prepare and mark, as required, any related written work, studio work, class work and examination papers, within the appropriate assessment procedures.

- To provide constructive and timely feedback to students on their progress.
- To keep such records of assessment and attendance as the University requires.
- To observe class opening and closing times strictly.
- To ensure that the Head of Department and the class are informed of their absence, where this is unavoidable, as far in advance as possible.
- To provide, where appropriate, a course/work plan, set of objectives and reading lists to students.
- To attend meetings, induction and development sessions as required.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

PERSON SPECIFICATION

Job Title: Associate Tutor in Designed and Built Environments

School/Unit: Cardiff School of Art and Design

*Key
A - Application form
I - Interview
P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	P*
Education and Qualifications (Essential)	A good honours degree in a relevant discipline (architecture, architectural technology, architectural engineering, or cognate discipline).	✓		
	A good master's degree in a relevant discipline, and/or equivalent professional qualification.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
Education and Qualifications (Desirable)	Doctorate or equivalent research experience.	✓		
	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a relevant professional body (e.g., ARB, RIBA, CIAT, CABE, etc).	✓		
Knowledge (Essential)	A good level of knowledge relevant to one or more of the following disciplines and associated professional areas: architecture, architectural technology.	✓	✓	✓
	Sound knowledge in one or more of the following areas: architectural design; urban design; properties of building materials, detailing and specification; BIM; building services; building structures; surface pattern and decoration; furniture, fixtures and lighting; history and theory of architecture and design.	✓	✓	✓
	Evidence of undertaking continuous professional development (CPD).	✓		
	A sound understanding of pedagogy.		✓	

Skills and Abilities Relating to Role (Essential)	Ability to design teaching and learning material. Ability to employ appropriate assessment methods. Ability to undertake administrative duties in an accurate and timely fashion. Ability to plan workloads. Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance. Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials. Ability to develop productive working relationships as part of a professional team.	 ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Experience Paid/Unpaid (Desirable)	Experience of teaching.	✓		
Other Requirements (Essential)	N/A			
Other Requirements (Desirable) Welsh Language Skills For the full skill descriptions, please visit our staff recruitment website.	*Listening, Reading, Speaking, Writing* **C1 - Fluent user** Can communicate fluently in Welsh.			