



NORWICH UNIVERSITY OF THE ARTS

Part-time Hourly Lecturer: Film and Moving Image



**NORWICH
UNIVERSITY
OF THE ARTS**

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Supporting Information

Norwich University of the Arts (NUA) is a dynamic, modern and creative community providing arts, design, architecture and media education from a unique campus at the heart of the city's cultural quarter. Whilst the institution's history can be traced back to 1845, we are contemporary and forward thinking with industry standard facilities. NUA's mission is to be the best specialist university for Arts, Design, Architecture and Media study in Europe, producing graduates of the highest quality and inspiring students and staff to achieve excellence in the creative and cultural spheres.

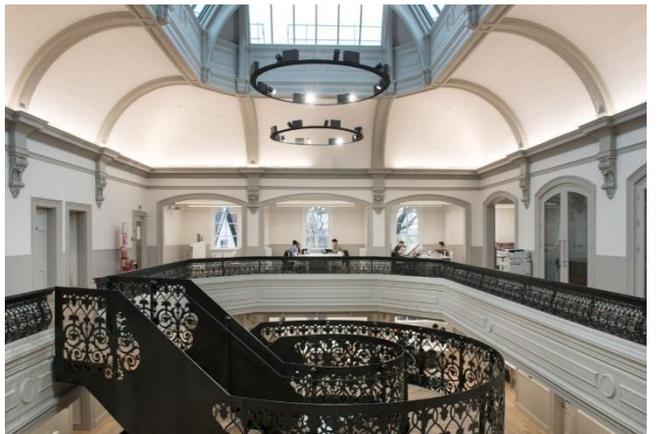
Students and alumni win a wide range of prizes and awards for their work at national and international levels including an Oscar nomination, two BAFTAs, several coveted D&AD Yellow Pencils, The Tigerprint Award at New Designers and prizes from Bradford Textiles Society, Association of Photographers, Graduate Fashion Week and Jerwood. 94% of undergraduate and 97% of postgraduate students are in employment or further education within six months of graduating. Our graduates are influential contributors and commentators on the creative and cultural industries they serve. We have also been awarded gold in the Teaching Excellence Framework (TEF) assessment, for delivering consistently outstanding teaching, learning and outcomes for our students – the highest quality found in the UK.

We continue to grow our student numbers through the introduction of new courses, responding to what industry tells us is needed, which continues to strengthen our position as a university able to attract the best and most committed students.

If you are successful in your application, you will join a dedicated, friendly team of academic and professional services staff. We realise making career choices requires careful consideration and hope that as you learn about us you will be inspired by our ethos and plans for the future of NUA and that you will want to join our team.

Professor John Last OBE
Vice Chancellor

For further information on the NUA and our Community please view the **Joining our Creative Academic Community** document on our website.



Part-time Hourly Lecturer: Film Production

Up to 180 hours in the first instance

£38.12 per teaching hour

Norwich University of the Arts (NUA) is a successful and expanding specialist university, offering high-quality education at undergraduate and postgraduate levels. Our dynamic, contemporary and creative provision in arts, design, architecture and media is delivered from a unique campus in the heart of the City of Norwich. Graduate employability, curriculum relevance and excellence in teaching are key factors in our acknowledged success and national profile.

The University is known for its distinctive research and innovation and is a leading contributor to the cultural and economic life of the city and country, and a distinctive, high-quality specialist university educating the future workforce for the creative industries.

A number of our undergraduate programmes offer a four year study option, in addition to our three year undergraduate programme. The first year of the four year programme is Year 0. Currently there is a Year 0 pathway for Film and Moving Image Production, Fine Art, Games Art and Design, Graphic Design, Illustration and Photography.

Due to the continuing popularity of the Creative Skillset Accredited Ticked BA (Hons) Film & Moving Image Production course with its award winning students, we have seen a significant increase in applications and enrolments over the last few years and now wish to appoint a high calibre experienced professional to our team. The main emphasis of this new role is to enhance curriculum delivery on our Film and Moving Image Production Year 0 pathway, preparing students for HE study and progression to Year One. The ability to support students in film theory and a range of creative production contexts, with demonstrable skill in screenwriting, drama direction and previsualisation. The successful applicant should also be able to deliver practical studio based workshops and engage students through a range of teaching and learning approaches in film theory and history

The successful applicant will be able to demonstrate the ability to support, academically and pastorally, a diverse range of students with studying on a project led curriculum. The role requires an understanding of delivering and developing innovative learning and teaching strategies, together with skills in team-working and organisation and a commitment to enhancing the student experience.

Committed to equality and valuing diversity.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. We would particularly welcome applications from the black, asian and minority ethnic (BAME) community who are currently under-represented at this level in this area. All appointments will be made on merit.

Closing date: 9.00 am Wednesday 12th December 2018

Interview date: Friday 4th January 2019



Part-time Hourly Lecturer: Film Production

Reports to the Course Leader: Film and Moving Image Production

Job Purpose

To provide part-time hourly teaching duties as detailed by line management for area of specialism.

Main Responsibilities

- Teach in accordance with syllabuses and programme of work to the classes specified, to prepare schemes of work with the agreement of the designated Manager.
- Make up and mark the attendance register for each class and to keep such records of homework, class-work and workshop, etc as required. All marks must be totaled and report forms must be completed as required by the designated Manager.
- Make all preparation for each lesson before the class commences and to start the lesson at the proper scheduled time. Classes must begin punctually and continue for the full period specified.
- Complete all marking, assessments and/or moderation connected with the contract and ensure that all results are given to the designated Manager within a specified time.
- Notify the appropriate designated Manager at the earliest opportunity (if unable to attend the meeting of any class) and, where possible, describe the topic for the next lesson in the course.
- Be familiar with the student services available at the University such as learning resources and counselling and encourage students to take up these facilities where appropriate.
- Maintain an up-to-date knowledge of the post-holder's subject area and identify staff development/ training needs.
- Under this contract you are not required to assist with:
 - Curriculum development – this includes identification of consumer requirements; Planning, development and evaluation of course and course materials and supervision of course provision, and;
 - Management/Administration – this covers administration and management of institutions of education and training programmes (or of significant facets or sub-divisions of any of these) and may include responsibilities related to publicity and public relations for which you will be paid the special rate as designated by the Vice-Chancellor.
- Membership of University Committees

Further information

Equal Opportunities

All members of staff are required to support the University's policy on equal opportunities and to ensure that their work practices reflect that commitment.

Health & Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies & Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Part-time Hourly Lecturer: Film Production

Essential

- Evidence of a high level knowledge, skill and expertise in one or more of the following areas:
 - Cinematography
 - Lighting
 - Production Design
 - Sound
- HE teaching qualification or commitment to achieving a recognised HE teaching qualification or HEA recognition within two years
- Experience or understanding of learning, teaching and assessment at HE Level and /or industry experience in relevant specialism
- Ability to support, academically and pastorally, a diverse range of students with studying on a project led curriculum
- Evidence of commitment to equality and diversity as they impact on recruitment, retention and the student experience
- Demonstrable knowledge of current subject developments
- Broad knowledge of learning, assessment and student recruitment/progression issues
- A team worker who possesses excellent organisational skills including time management
- Sound communication skills
- Ability and willingness to adapt to a changing environment
- A commitment to developing innovative learning and teaching strategies
- Ability to work as a personal tutor on a one to one basis

Desirable

- Knowledge of working within unit-based credit frameworks

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Academic staff.

Duties

The duties and responsibilities are outlined in the job description contained in the post details pack.

Starting Date

This post is available from January 2019.

Hours of Work

The hours for this position are up to 180 hours in the first instance.

The standard hours of work for a part-time hourly lecturer is up to 420 teaching hours per academic year.

Salary

The salary is £38.12 per teaching hour.

The hourly rate of pay is comprehensive and includes all of the associated administration and pro-rata annual leave.

For each hour of teaching a further 1 hour and 30 minutes of preparation, marking and administration work is assumed.

Pension

This post is superannuable under the Teachers' Pension Scheme and you will automatically join the scheme upon appointment. Benefits are built up on a Career Average Revalued Earnings (or CARE) basis. The percentage contribution you will pay into the scheme will be based on your annual salary. The University will also contribute to your pension.

You can find out more about the pension scheme by visiting the Teachers' Pension Scheme website at <https://www.teacherspensions.co.uk/>

Interview Expenses

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to prior approval. You will be required to provide receipts for expenses claimed. If you are offered the position and decline the offer, expenses will not be reimbursed.

Qualifications

Candidates invited for interview will be required to bring their original certificate as proof that they hold the qualifications listed as essential on the person specification for this role.

Eligibility to Work in the United Kingdom

If you are invited for interview you will be asked to provide original documentary evidence of your eligibility to work in the UK. This will normally be your current passport. Candidates will be provided with a list of documents that can be provided as evidence.

Overseas Applicants

If you are from outside the European Economic Area (EEA), you will need to obtain a visa through the UK Border Agency's Points Based System in order to work in the UK. More information on this is available on the Visas and Immigration section of the Home Office website.

For a skilled worker from outside the EEA to obtain a visa under Tier 2 of the Points Based System, the University must issue a valid Certificate of Sponsorship. Before this can be issued, the University must be satisfied that the post cannot be filled by a settled worker and that the individual will meet the points requirements of Tier 2.



Application and Recruitment Process

Accessibility

If you require copies of documentation in alternative formats, large print or Braille, please contact the Human Resources Department.

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for you to read before you complete your application form.

- **Job Description** – provides information about the main duties and responsibilities for the position. It also describes the purpose of the post.
- **Person Specification** – sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role. Candidates will only be shortlisted if they meet all the essential criteria.

Application Form

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

These notes give guidance on completing the application form and also further information with regard to the post and the recruitment process.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756243 or by emailing jobs@nua.ac.uk.

Applications should be completed in full and should preferably be typed.

You may submit your application form electronically to jobs@nua.ac.uk. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

Supporting Statement and Additional Information

Space is provided on the application form for you to write a statement in support of your application. You may wish to enclose additional sheets which should be clearly marked with your name and the position you are applying for.

Your statement in support should address all the criteria listed under the person specification and state how your previous and present experience enables you to satisfy each of the criteria, using specific examples that are relevant to the job. This will enable the short listing panel to assess your knowledge, skills, experience, abilities and qualifications against the requirements of the post.

If you have been out of paid employment for a time, or have never been employed, you may have transferable skills or experience gained through voluntary/unpaid work or domestic, social or community activities that you undertake.

Education/Qualifications

In your application you should give details of examinations passed and any professional qualifications or awards obtained. Please provide details of the grade (if applicable) and the date of the award. If you are invited for interview you will be asked to bring the original copies of the qualifications as set out in the essential and desirable person specification which will be copied and checked against your application form.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Referees

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is able to comment on your skills and abilities required for the post.

If you are not currently working, or have never been employed, you should give the name of someone who knows you well. This should not be a friend or relative.

References will not normally be taken up unless you are provisionally offered the positions. All offers of employment are subject to receipt of satisfactory references.

Equal Opportunities Monitoring

Norwich University of the Arts is committed to equality and diversity. All applicants will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation.

As part of its commitment to equality and diversity we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To help us with this commitment, all applicants are requested to complete and return the Equal Opportunities Monitoring form as part of their application. Information on the form will be treated as confidential and will be used in accordance with the requirements of the General Data Protection Regulations and Data Protection Act as set out in the Job Applicant Privacy Notice. The information will be used for statistical purposes only, other than for the successful candidate as the data will form part of their personal confidential record. The form will be detached from your application form before this is given to members of the short listing or interview panel.

Submission of Application Form

Completed documentation must be submitted by:

9.00 am Monday 12th December 2018

This is a strict deadline and we regret we are unable to accept late applications.

The University cannot be held responsible for application forms which are lost or delayed in the post. If you post your application form, please ensure there is sufficient postage for the size and weight of the envelope.

Application forms should be emailed to jobs@nua.ac.uk or posted to:

Human Resources Department
Norwich University of the Arts
Francis House 3-7 Redwell Street
Norwich NR2 4SN

I would like to take this opportunity of thanking you for your interest in the position.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756278 or by emailing jobs@nua.ac.uk.

Interview Arrangements

If you are shortlisted for interview you will normally be contacted by telephone or email by a member of the Human Resources Department.

The date of the interview is:

Friday 4th January 2019

If you have been unsuccessful in your application we will write to you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants are asked to bring proof of eligibility to work in the UK to their interview. This will normally be in the form of a passport which will be checked and a copy taken by a member of the Human Resources Department. For the successful candidate the copy will be held on the personal confidential file. Documents copied for unsuccessful applicants will be destroyed 12 months after the end of the relevant recruitment process.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical questionnaire.

