






NORWICH UNIVERSITY OF THE ARTS

Part-time Hourly Lecturer – Interior Design

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**NORWICH
UNIVERSITY
OF THE ARTS**

Supporting Information

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.



In choosing to work at Norwich University of the Arts you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional creative arts education, research and knowledge exchange. You will work in a stimulating and critically engaged workplace, where creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. NUA was awarded Gold in the Teaching Excellence Framework and praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society’s league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards.



You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city. Our 21st century teaching spaces and workshops are housed in renovated buildings with medieval, Victorian and Edwardian heritage. NUA won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and NUA won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative ‘gamification’ of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries. There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Prof Simon Ofield-Kerr
Vice Chancellor



For further information on NUA and our Community please view our website www.nua.ac.

Part-time Hourly Lecturer: Interior Design

This position is for approximately 100 hours across the academic year, predominantly two blocks per day delivered on Thursdays and/or Fridays

£39.38 per teaching hour - £18.00 per assessment hour

Committed to equality and valuing diversity

NUA is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

The BA (Hons) Interior Design course at NUA delivers an exciting mix of conceptual exploration and practical design thinking. The course prides itself on providing a broad experience and understanding of Interior Design, enabling students to explore a variety of career opportunities within the discipline. The course is supported by a strong team of academic staff who work closely with technicians to ensure an appropriate balance of creative and practical skills are provided.

We are looking for an enthusiastic Interior Design lecturer who is able to work predominantly with our first-year students as they explore specialisms such as retail, residential and workplace design, though some sessions may be scheduled with other year groups, including our year 3 students. You will join an experienced team developing and delivering a dynamic curriculum that reflects contemporary shifts in the industry and society more widely such as sustainable and ecological design imperatives, inclusivity design, and responsible material specification.

This part-time hourly lecturer role involves working primarily in a studio setting delivering taught sessions such as workshops, seminars and tutorials but may also include the preparation and delivery of online learning materials. Administrative duties such as register taking, preparing handouts and course material and writing tutorial notes are also an essential part of this post.

The successful candidate will have broad professional experience within the design industry, ranging from traditional making and drafting skills to digital modelling and visualisation techniques and ideally some relevant HE level teaching experience. You will have experience of at least one of the following: 3D concept development, drawing and drafting techniques, CAD modelling and visualisation, alongside the professional understanding needed for students who are about to embark upon their creative careers. You will work with the Course Leader to organise and deliver an engaging and innovative curriculum that values sustainable and ethical practices and champions inclusivity.

Please note that teaching sessions are usually scheduled in 2.5 hour blocks from 10.00 am to 12.30 pm and 14.00 pm to 16.30 pm. Timetabled sessions for this role will predominantly include two blocks per day delivered on Thursdays and/or Fridays.

Closing date: 5.00 pm Wednesday 15th September
Interviews will be held on Wednesday 22nd September

Job description

Part-time Hourly Lecturer: Interior Design Reports to the Course Leader Interior Design

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.

For this role 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

Equality, Diversity and Inclusion

All members of staff are required to support the University's policy on equality, diversity and inclusion 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: Interior Design

Essential

- Relevant industry and/or teaching experience of one or more of the following areas: drafting and scale modelling; 3D CAD software; digital visualisation and presentation software.
- Ability to design and deliver high quality on-campus and digital teaching which encourages experimentation; reflects contemporary practices and methodologies; and shows a demonstrable commitment to responsible and inclusive design practices
- Strong organisation, communication and teamworking skills

Desirable

- Relevant HE teaching experience at undergraduate and postgraduate level in the UK
- Experience of developing and delivering synchronous and asynchronous digital teaching sessions
- An understanding of the needs of students making the transition to university education
- A recognised teaching qualification/HEA Fellowship (or commitment to achieving one)

General Information

Terms and Conditions of Appointment

The successful candidate will receive a full statement of terms and conditions for Part-time hourly lecturer staff. The main conditions are summarised below.

Duties

Within this pack you will find a job description outlining the duties and responsibilities for this role.

It is anticipated that the duties will be undertaken on campus in Norwich (*subject to current Government Guidance*).

Starting Date

This post is available on an indefinite basis and we anticipate that it will start from October 2021.

Hours of Work

The maximum number of teaching hours for a part-time hourly lecturer is 420 per academic year.

This role is approximately 100 hours, predominantly two blocks per day delivered on Thursdays and/or Fridays.

Salary

The salary for this post is at Grade 6, which is £39.38 per teaching hour and £18.00 per hour for assessment.

These roles at NUA are paid at what's known as a "rolled up rate". It means that for every teaching hour you will undertake an hour of administration and preparation duties such as preparing lesson plans, course material, resources for the VLE, writing tutorial notes and responding to student and staff email enquiries – the Course Leader will explain what is specifically expected.

We usually start teaching at 10.00 am, break between 12.30 and 2.00 pm and finish at 4.30 pm, so an average teaching day will normally be 5 hours, or 2.5 hours for a half day.

Pension

You will automatically join the Teachers' Pension Scheme. Benefits in this scheme 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

If it is necessary for you to travel to the main campus for your interview or a site visit, reasonable travel and incidental expenses will be reimbursed. You will need to provide receipts for expenses claimed. However, if you are offered the position and decline the offer, expenses may not be reimbursed.

Right to Work in the United Kingdom

As part of the University's recruitment process, we will check that all prospective employees are eligible to work in the UK prior to them commencing employment.

If you are unsure of your right to work you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker visa route.

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 assessment process.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references.



Application and Recruitment Process

Job Description and Person Specification

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

- The **Job Description** provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.
- The **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 demonstrate in their application that they meet all the essential criteria.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

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.

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.

Equal Opportunities Monitoring

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

To assist with this commitment, you are asked to complete the Equal Opportunities Monitoring section of the application form. Information provided will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act as set out in the Job Applicant Privacy Notice.

Submission of Application Form

Please submit your completed application form to jobs@nua.ac.uk

The closing date for this vacancy is:

5.00 pm Wednesday 15th September

We regret we are unable to accept late applications.

Interview Arrangements

Due to the current situation, it is anticipated that the interview will be held remotely.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Team.

The date of the interview will be:

Wednesday 22nd September

If your application is unsuccessful on this occasion you will be advised by email. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants will be asked to provide proof of eligibility to work in the UK. For the successful candidate the copy will be held on the personal confidential file. Documents obtained for unsuccessful shortlisted applicants will be destroyed 12 months after the end of the relevant recruitment process

We would like to take this opportunity of thanking you for your interest in this position and to wish you success with your application.

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