



NORWICH UNIVERSITY OF THE ARTS

Part-time Hourly Lecturer – Architecture and 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. Norwich University of the Arts has been praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We are ranked a top-two UK creative arts university, the highest-ranked specialist creative arts university outside London in the Complete University Guide 2023. 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. Norwich University of the Arts 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 Norwich University of the Arts 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 Norwich University of the Arts and our Community please [view our website www.nua.ac.uk](http://www.nua.ac.uk)



Part-time Hourly Lecturer – Architecture and Interior Design

This position is for no more than 130 hours across the remaining part of the current academic year.

£40.58 per teaching hour - £18.00 per assessment hour

Committed to equality and valuing diversity

Norwich University of the Arts 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.

To assist us in driving our strategic and creative vision forward, the University is now seeking to appoint Part-time Hourly Paid Lecturers in Architecture and Interior Design to join our team.

The role involves preparing and delivering a mix of digital and on-campus taught sessions including lectures, workshops and tutorials across all aspects of Architecture and Interior Design, and may involve conducting assessment. Administrative duties such as register taking, preparing handouts and course material and writing tutorial notes are an essential part of this post.

You will have professional experience of working in one of the following areas: Architecture, Architectural Studies, Architectural Design, Spatial Design, Interior Architecture, Interior Design, and a strong understanding of the creative design process. You will have the ability to support students in taking creative risks and addressing global challenges, and you will be an advocate for the cultural, social and economic benefit of the arts who shares the values of the University.

You will be able to demonstrate strong organisation, communication and teamworking skills and have professional and/or teaching experience in a related area. Ideally, you will have relevant HE level teaching experience in the UK.

Please note that teaching sessions are usually scheduled in 3-hour blocks from 09.30 onwards. Timetabled sessions for this role may include one or two blocks per day.

These positions are for up to 180 hours across the academic year. Days of the week will be negotiated with the Course Leader and Programme Director.

We welcome applications accompanied by samples of your own work, student work, teaching syllabuses and project briefs (both taught and proposed) (a maximum of 10 x A4 pages in pdf format).

There is no formal closing date so please submit your application early and interviews will be set up on an ongoing basis.

Job description

Part-time Hourly Lecturers: Architecture and Interior Design

Reports to: Course Leader Architecture or 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 Committee*

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 and Safety

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

Policies and 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: Architecture and Interior Design

Essential

- Professional experience in an industry context and/or teaching experience
 - Ability to design and deliver high quality teaching which supports and encourages students in taking creative risks and addressing global challenges
 - Strong communication, team working, organisational and time-management skills
 - Commitment to responsible and inclusive practices, and to equity, diversity and inclusion generally
 - Educated to degree level in a relevant subject and / or significant relevant industry experience
 - Strong team working, organisational and time-management skills
 - A commitment to developing innovative learning and teaching strategies
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Desirable

- Experience of teaching at Higher Education level
- Commitment to gaining a teaching qualification or equivalent professional recognition

General Information

Terms and Conditions of Appointment

On 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

These posts are available for the academic year 2022/23.

Hours of Work

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

These positions will be up to 130 hours for the current academic year.

Salary

The salary for this post is at Grade 6, which is £40.58 per teaching hour and £18.00 per hour for assessment.

These roles at Norwich University of the Arts 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 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 in line with the University's Candidate Interview Expenses Guidelines which are available on request. You will need to provide receipts for expenses claimed. If you are offered the position and decline the offer, expenses may not be reimbursed.

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.

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.

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 covering current or most recent employment and the past three years of work.

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

We will review applications and invite suitable candidates for interview on a regular basis, so please make your application as soon as possible.

Interview Arrangements

Interviews will normally be held on campus.

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

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.