



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Tutor in Image, Music and Text, Lifelong Learning Centre



Salary: Grade 7 (£33,199 – £39,609 p.a. pro rata) for 55 hours per 10 credit module (i.e. £1,109 - £1,347)

Reference: CSLLC1098

Part-time: 3.34% FTE

Tutor in Image, Music and Text Lifelong Learning Centre

Do you have experience of interdisciplinary teaching? Are you able to support learners who are undertaking a transition into Higher Education (HE) with the development of academic skills for success in undergraduate study?

The Arts and Humanities Foundation Year programme is designed to equip students with knowledge and skills for progression to a range of degree programmes in the Faculty of Arts, Humanities and Cultures.

You will help to deliver the module 'Image, Music and Text'. The module is a 20 credit compulsory module taught at Level 0. It runs over two semesters, and it is scheduled in Semester 2 (January 2020-May 2020) with teaching timetabled on Tuesdays from 12pm to 1pm. You will be responsible for leading 6 peer-reviewed creative workshops, tutorial support, and summative assessment in Semester 2.

'Image, Music and Text' gives an overview of how image, music and text can be used to create narrative and convey ideas, and considers the ways in which these three areas can interact. Students develop a critical and creative awareness of this through a case study of their own choice.

Your role will be to help students develop a creative portfolio and a final creative outcome which focuses on a combination of two specific elements (out of Image, Music and Text). The portfolio and the creative piece should be informed by relevant criticism and other examples of artworks. The students have a range of options for their creative piece, including, but not limited to: film, photo-journal, podcast, website, comics, artwork, creative writing. The portfolio and final creative outcome make up 60% of the total mark of the module.

Module teaching will consist of the leading of workshops where students peer-review each other's work. The applicant must be able to guide and advise the students with a range of creative practices and processes.

Tutors are unpaid members of the Centre's staff when not actively teaching.



What does the role entail?

As a Part-time Tutor, your main duties will include:

- Ensuring that teaching is firmly grounded in a thorough knowledge of relevant scholarship, theory, and educational practice;
- Preparing high quality learning resources including effective and imaginative use of technology to enhance learning; design and deliver teaching within the given module description to provide a stimulating, supportive and relevant learning environment;
- Working with individual students, where requested, to support them in their acquisition of knowledge and understanding;
- Setting assessment tasks according to the framework stipulated in the module description; providing students with appropriate guidelines, briefing, opportunities for formative assessment and support in the preparation of assignments; grading work once submitted and providing constructive feedback; moderating assessments marked by other tutors;
- Ensuring that students have appropriate challenge and outstanding support within the module for development of knowledge and skills in the subject;
- Facilitating the process of gaining feedback from students; evaluate the module in the light of experience, students' achievement and feedback; updating the module design and delivery as required;
- Maintaining an accurate register of students' attendance; ensuring accurate record-keeping in relation to assessments; completing and returning to deadline any documentation required by the LLC;
- Engaging with the LLC, attending relevant tutor team meetings; maintaining effective communication with the line manager;
- Ensuring that students and colleagues are treated with respect and that due allowance is made for difference and diversity;
- Maintaining an active commitment to keeping up-to-date with relevant academic theory and practice; continuing professional development as an educator.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Tutor in Image, Music and Text you will have:

- A relevant honours degree or equivalent as the basis for interdisciplinary teaching on the Arts and Humanities Foundation Year coupled with a clear understanding of the demands of university study and of the strategies that can be applied to prepare and equip students for success in higher education;
- Outstanding skills in learning and teaching at an HE level or with level 3 students preparing to progress to HE, including the ability to communicate complex concepts and to enable learners to overcome obstacles in their development of knowledge and understanding;
- A practical understanding of the needs of diverse learners, including adults from communities that are under-represented in HE, with recent experience of effective work in supporting such learners;
- Proven skills in making effective use of technology to enhance learning;
- Highly developed inter-personal and communication skills as the basis for effective working relationships with students from diverse backgrounds and with professional colleagues and partners both within and external to the University of Leeds;
- A commitment to your own professional development and/or relevant research.

You may also have:

- A relevant higher degree;
- A teaching qualification or professional equivalent.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59 (UK time) on the xxx**.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr David Ibitson, Teaching Fellow, Arts & Humanities Foundation Year

Tel.: +44 (0)113 343 7397

Email: D.A.Ibitson@leeds.ac.uk



Additional information

Find out more about the [Lifelong Learning Centre](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

