**JOB DESCRIPTION**

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| Post title: | Teaching Fellow Graphic Arts (Dalian: PR China) | | |
| Academic Unit/Service: | Winchester School of Art: Dalian Campus, PR China | | |
| Faculty: | Business, Law and Art | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Teaching | | |
| Posts responsible to: | Director of Programmes | | |
| Posts responsible for: | No direct supervisory responsibility | | |
| Post base: | Winchester School of Art: Dalian Polytechnic University: PR China. | | |

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| Job purpose |
| The post holder will be responsible for the administration and teaching on the undergraduate Graphic Arts programme taught at the Winchester School of Art campus in Dalian: China. The post holder will be responsible for facilitating workshops and practical demonstrations related to contemporary practice. They will be expected to take an active role in the planning and curriculum development of the BA Graphic Arts programme and will be expected to participate in wider School administration |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Support the teaching objectives of the Programme by managing a range of contributions to its learning and teaching activities. Deliver teaching across a range of modules including Studio Practice, Research and Specialist Practice to all levels, through lectures, tutorials, workshops, practical demonstrations, tutorials and seminars. Set and mark coursework and exams, providing constructive feedback to students. | 80% |
|  | Directly supervise students, providing expert advice on learning best practice and helping with learning problems. Identify the learning needs of students and define learning objectives. Promote the use of appropriate media to support student learning. |
|  | Monitor, evaluate and revise course design to ensure excellence and coherence. Identify areas where current provision is in need of revision or improvement, planning and developing innovative contributions to learning, teaching and assessment methods within the Academic Unit as appropriate. | 10 % |
|  | Plan and develop high quality independent, original contributions to learning and teaching practice and policy and communicate and support staff at DPU as appropriate. |
|  | Collaborate on and develop original pedagogic and practitioner activities, including research with colleagues in Dalian Polytechnic University, other institutions and WSA (UK) | 10 % |
|  | Act as a university ambassador to ensure the relationship between the University and DPU remains positive. Contribute to the efficient management and administration of the programme at DPU with the School by performing personal administrative duties and by taking on appropriate coordinating roles, e.g. running the process of admissions, examinations, teaching quality assessment or the REF. as allocated by Director of Programmes |

| Internal and external relationships (nature & purpose of relationships) |
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| Member of the School Board, Examination Board and of such School committees relevant to your administrative duties.  New appointees will be assigned a senior colleague to guide their development and aid their integration into the School and university.  Teaching and administrative duties will be allocated by the Director of Programmes (International Studies), within the context of the teaching programmes agreed by the School Learning and Teaching Committee.  Collaborate with colleagues in Dalian Polytechnic University and other institutions on original teaching and learning practice |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in Graphic Arts/Design  MA degree and professional experience in Graphic Arts/Design subject area  Detailed understanding and knowledge of the Graphic Arts/Design subject area  Including Knowledge of digital media  Teaching qualification (PCAP or equivalent)  Growing and consistent national reputation in the Graphic Arts subject area  Track record of development and delivery of teaching at undergraduate level in an HEI  Experience of teaching across a range of resources, design software processes and history and theory related to Graphic Arts/Design subject area  Experience in teaching international students and awareness of their learning needs | Membership of Higher Education Academy | Application  Application  Application/Interview  Application/Interview  Application  Application/Interview  Application/Interview  Application/Interview |
| Planning and organising | Proven ability to plan and develop a range of high quality teaching activities, ensuring plans complement broader education strategy, and experience in HEI Quality Assurance administration  Proven ability in the design of course units, curriculum development and new teaching approaches |  | Application  Application |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues |  | Application/Interview |
| Management and teamwork | Proven ability to manage and deliver own course units and team-taught course units  Proven ability to coach and support students/tutorial groups/colleagues  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development  Able to apply originality in modifying existing approaches to solve problems  Able to demonstrate a flexible and positive approach that is required when working in small teams | Able to monitor and manage resources and budgets | Application  Application/Interview  Application/Interview  Interview  Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Track record of delivering lectures and seminars in courses relating to different aspects of Graphic Art subject area  Evidence working within a multicultural environment with awareness of effective mechanisms available to support students.  Able to resolve tensions/difficulties as they arise  Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  | Application/Interview  Application/Interview  Interview  Interview  Interview |
| Other skills and behaviours | Positive attitude to colleagues and students  Awareness of Chinese culture and protocols that promote positive and professional relationships with colleagues and students. |  | Interview  Interview |
| Special requirements | Post based at the Winchester School of Art: at Dalian Polytechnic University: PR China.  Applicants must be eligible to apply for a Z working visa in China. (Further details can be accessed online at: <http://www.china-embassy.org/eng/visas/hrsq/> ) |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| ✓ No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: **Specify risk of air pollution** |  | X |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |