

The British Academy of Jewellery is the UK's leading independent training provider for the Jewellery Industry.

Since 1999 our ethos has been to create innovative, substantial training that ensures our learners are equipped with the full professional skills, knowledge and acumen needed to pursue a career in the jewellery trade or set up as an independent designer/maker.

The Academy is at the forefront of creating the next generation of jewellers, designers and makers. We train hundreds of individuals every year who go on to exciting careers in the jewellery industry.

Our alumni have been the recipients of prestigious national and international awards for jewellery making, goldsmithing and silversmithing skills, CAD and 2D design.

Diploma Tutor

Purpose of the role:

To be responsible for the learning and achievement of all learners you teach; whilst being accountable for achieving the highest possible standards in work and conduct. Have an impact on educational progress beyond your assigned pupils; and assist in the smooth running of the British Academy of Jewellery at all times. Undertake any other duties as appropriate to the post.

Teaching and learning responsibility:

- Undertake a teaching program, ensure high success rates by providing both academic and pastoral support to students.
- Monitor progress and attendance, and maintain appropriate records.
- Undertake planned assessments, provide feedback and guidance to students, ensuring high success rates.
- Produce lesson plans, support materials and other teaching related materials as required.
- Undertake general course management responsibilities including assessment, admissions and placement support through student interviews.
- Ensure lessons, delivery and assessments meet with the standards set by awarding bodies, prime contractors and other organisations that monitor the Academy.
- Ensure learners follow the policies provided to them in their learner handbook.

Behaviour and Safety:

- Ensure the learners abide by health and safety rules by inducting learners and demonstrating the correct use of equipment, keeping health and safety rules in mind.
- Keep up to date with safeguarding and Prevent, and declarations are made when required.
- Monitor equality and diversity ensuring students feel safe in the college and receive equal opportunities.
- Be a positive role model of health and safety for the learners, demonstrating consistently a positive attitude, values and behaviour, which are expected of learners.

Team Working and Collaboration:

- Work collaboratively with others to develop effective professional relationships.
- Support the Subject Leads and Technical Diploma Coordinator in the planning and development of the curriculum and teaching programme for the Diploma courses.
- Liaise with the teaching team ensuring quality of delivery across the board, providing cover for other tutors when required.
- Liaise with the quality team ensuring records are available for sampling and viewing when required.
- Secure productive contacts and links with external organisations, employers and agencies that will benefit students and provide further opportunities for income generation and collaboration.

Professional Development:

- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, cooperation and teamwork.
- Engage in regular standardisation meetings and training to review the quality of the teaching and learning provision in line with the quality strategy.
- Maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field in addition to pedagogic developments.
- Take part in regular training weeks and training sessions to enable continuous personal and professional development.

To apply, send a CV and cover letter to rocco.marziali@free2learn.org.uk