

COURSE DIRECTOR

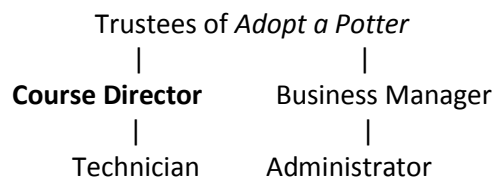
Purpose of the Job

Responsible to the Trustees of *Adopt a Potter* Charitable Trust for the overall organisation and supervision of the teaching programme, its quality and effectiveness, including:

- the 2 year full-time ceramics skills course
- masterclasses
- evening classes
- Easter and summer courses
- exhibitions in the gallery
- lectures and events
- any additional courses as required by the Trustees

Context

- Reporting to: the Trustees of *Adopt a Potter* Charitable Trust
- Responsible, with the Business Manager, for the successful running of the college
- Supervision of the teaching programme
- Responsibility for 1 permanent member of staff, all visiting teachers on temporary contracts and volunteers
- Key Relationships: all Clay College students, the Business Manager, the technician, the Trustees of *Adopt a Potter*, UKHBPT
- Organisation Structure:



Need to do

- Manage the successful running of the college
- Manage the devolved budgets of the courses
- Manage the design, delivery and co-ordination of the curriculum of the full-time and part-time courses, including the selection and recruitment of external teachers
- Manage the selection of entrants to the courses, including assessing student ability and potential
- Deliver high quality teaching content that meets the needs of individual students
- Provide academic, pastoral and technical support to the students, including regular one to one meetings as agreed.
- Ensure a rigorous and fair assessment of the students' work and provide regular feedback to students to help them develop their skills and improve the quality of their work
- Keep abreast of innovation and best practice in learning and teaching
- Continually update own knowledge and understanding of ceramic practice
- Promote the College to potential students, through attendance at promotional events, or other relevant activities

- Develop and maintain links with industry in the area to promote the College and its students and organise field trips in line with programme requirements, supporting student learning
- Undertake risk assessments for work as necessary, complying with the necessary policies and procedures and ensuring the safety of students and colleagues
- Manage the performance of the Technician, including recruitment, training and development

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required by the Trustees of *Adopt a Potter*.

Need to know

Skills/Knowledge:

- Committed to high quality teaching and fostering a positive learning environment for students.
- Able to deliver both technical and non-technical teaching
- A background in the arts and crafts sector particularly knowledge of the ceramic sector
- Practical knowledge of ceramic techniques, processes and materials, both studio and industrial
- Working knowledge of all forms of kiln design and maintenance and of the design, construction and use of machinery and equipment, both studio and industrial
- Experience in the curation, display and setting-up of exhibitions
- Knowledge of the historical development of both industrial and studio ceramics
- Experience of project development and evaluation
- Budget management
- Recruitment and selection skills
- People management skills
- Motivational skills
- Organisational planning
- Understanding of employment and health and safety law
- Committed to equality of opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds.
- Commitment to, and understanding of, equality and diversity
- Committed to continuous professional development.
- The ability to work flexibly, including on occasional evenings and weekends

Experience:

- At least 3 years teaching ceramics and supervising and managing curricula at tertiary level
- At least 3 years as a professional maker
- Experience of recruiting staff and monitoring their performance
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Need to be

- Excellent leadership skills (essential)
- Able to work as part of a team (essential)
- Organised (essential)
- Outstanding communicator (essential)
- Highly developed interpersonal skills (essential)
- Independent decision maker (essential)
- Analytical and capable of problem-solving (essential)