



**NORWICH  
UNIVERSITY  
OF THE ARTS**

**Part-time Hourly Lecturer –  
Architecture and Interior Design  
(Fixed term)**

[norwichuni.ac.uk](http://norwichuni.ac.uk)

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.



For further information on Norwich University of the Arts and our Community please visit [www.norwichuni.ac.uk](http://www.norwichuni.ac.uk)

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 the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

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.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

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.

**Professor Simon Ofield-Kerr,  
Vice-Chancellor**



## 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.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Part-time Hourly Lecturer –  
Architecture and Interior Design  
(fixed term)

This position is for  
approximately 420 hours across  
the academic year.

This is a fixed term position until  
July 2025

**Salary:**  
£43.02 per teaching hour.

This role also includes £18.00  
per hour for assessment.

**If this role is of interest to you,  
please don't delay in sending  
us your application.**

**We will review applications  
and interview on an ongoing  
basis and the vacancy will  
close as soon as an  
appointment has been made.**

To assist us in driving our strategic and creative vision forward, the University is now seeking to appoint a Part-time Hourly Lecturer to join our Architecture and Interior Design 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 students' learning 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 experience and skills in the following areas: Architectural and spatial design, Architectural studies, and Architectural practice. It would be desirable if you have previous teaching experience, but it is not essential. Additionally, it is desirable that you are an ARB/RIBA Part 3 registered Architect (or international equivalent), with an understanding of the entire educational path of an Architect. You will have the ability to support students in taking creative risks and addressing global challenges, and 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.

This position is for between 300 - 420 hours across the academic year. The usual working days are Tuesday, Thursday and Friday.



## Job Description

Part-time Hourly Lecturer:  
Architecture and Interior  
Design

Reporting to: Course Leader -  
Architecture and Interior Design

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Part-time Hourly Lecturer –  
Architecture and 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*



# Person Specification

## Essential

- Professional experience working in Architectural design, with a working knowledge of technical skills and professional requirements of future graduates
- Ability to deliver high quality teaching which encourages experimentation, reflects contemporary practices and methodologies, and shows a demonstrable commitment to responsible and inclusive practices
- 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

## Desirable

- Educated to ARB/RIBA Part 3 or international equivalent
- Experience of teaching at Higher Education level
- Commitment to gaining a teaching qualification or equivalent professional recognition

# Further Information

## **Equality, Diversity and Inclusion**

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

## **Health and Safety**

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

## **Policies and Procedures**

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

## **Staff Development**

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

## **Confidentiality**

We must maintain appropriate confidentiality in relation to our work and that of the University.

## **Variation to Job Description**

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.





# General Information

## Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

## Duties

Your duties and responsibilities are outlined in the job description.

## Starting Date

This post is available on a fixed basis from September 2024 until July 2025.

## Hours of Work

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

The hours for this role will initially be approximately 300, working 3 days per week.

## Salary

The salary for this post is at Grade 6, which is £43.02 per teaching hour. This role also includes £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". The hourly rate of pay is comprehensive and includes all of the associated administration and pro-rata annual leave. For each hour of teaching a further 1 hour 30 minutes of preparation, marking and administration work is assumed. This includes preparing 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 9.30 am, break between 12.30 and 1.30 pm and finish at 4.30 pm, so an average teaching day will usually be 6 hours, or 3 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](http://www.teacherspensions.co.uk)

## Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

## Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK 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 will 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.



Students in the control room of The Sir  
John Hurt Film Studio in Boardman House

# 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 the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

## Application Form

We ask that applicants complete the application form in full and as clearly as possible.

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.

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.

## Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

## Submission of Application Form

Please submit your completed application form to [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk) quoting reference **A1070** in the subject line.

Please note that we can only accept application forms in either PDF or DOC format.

**If this role is of interest to you, please don't delay in sending us your application.**

**We will review applications and interview on an ongoing basis and the vacancy will close as soon as an appointment has been made.**

## Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

Due to the high volume of applications, we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and 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@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk).



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