



# Indus Valley School of Art and Architecture

## Job description/person specification

Job title	Faculty	Department/office	Foundation Programme
Job holder		Job code	
Job type	Permanent Faculty	Pay band	
Line manager	CoD	Post-related allowances	

Job aim	Teach in the Foundation Year Program. Responsible for leading and teaching the foundation-level curriculum to cultivate the ability to think, perceive, visualize, design and build in three dimensions. Contemporary mix of experimental design studio processes to develop a student's ability to understand, envision and communicate effectively about space, objects, scale and the relationship of the body to the built environment.		
Number of staff managed	As line manager	As countersignatory	
Finances managed			

**Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.**

1 Duty (40%)	Instructional Design
Standards	<ul style="list-style-type: none"> <li>• Encourage and help students acquire knowledge and skills in building, constructing, fastening and shaping via hands-on projects that introduce tools, materials, and specialized techniques vital to understanding dimensions and design.</li> <li>• May teach classes of all sizes, including small seminars and large lecture-style course, and those in certain disciplines must also supervise student studio/lab work.</li> <li>• provide students with feedback that allows them to improve their work . In some cases, may advise students on a one-on-one basis.</li> <li>• Must have an active role in the development of teaching activities, courses, and curriculum in the Foundation year programme.</li> <li>• Design classroom and other learning experiences that foster critical thinking,</li> <li>• advance problem-solving capabilities and challenge and enhance information literacy skills and creativity</li> <li>• Demonstrate the willingness and ability to learn and utilize a variety of instructional delivery methods to improve student learning including all current major digital presentation and information systems</li> <li>• Proficient in the skills necessary to integrate across disciplinary domains, to maintain awareness of international affairs that relate to his or her areas of specialization.</li> </ul>

2 Duty (20%)	Related Administrative Work
Standards	<ul style="list-style-type: none"> <li>• Providing formative and summative Assessment of taught courses</li> <li>• Organizing subject related field trips to expose students outside college environment</li> <li>• Monitoring students Time Management Skills and overall progress</li> <li>• Directing individual and group studies and practical or supervising independent study projects</li> <li>• Assisting in arrangements for presentations, crits &amp; juries, briefs etc.</li> <li>• Timely organization of the class as per schedule.</li> <li>• Timely submission of grades to academic department.</li> <li>• Adhere to organizational policies and procedures as described in IVS Employee Handbook, Ethics Policy and elsewhere.</li> <li>• Also access your IVS e-mail regularly for notices, attending GSM and other staff meetings from time to time.</li> </ul>
3 Duty (10%)	Organizational Development
Standards	<ul style="list-style-type: none"> <li>• Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated to develop plans and solutions that are best suited to circumstances</li> <li>• Understands and appreciates the origins and reasoning behind key policies, practices, and procedures, and is involved with their evolution</li> <li>• Contributes to the organization by participating on working committees and groups, policymaking, development of academic curricula etc.,</li> </ul>
4 Duty (20%)	Professional Development And Practice
Standards	<ul style="list-style-type: none"> <li>• Is personally committed to and actively works to continuously improve himself or herself; recognizes the need to change personal, interpersonal behavior; actively seeks feedback.</li> <li>• Is dedicated to continuous learning and self-improvement, and aggressively undertakes activities to enrich intellect, to build new skills, and to hone existing skills</li> <li>• Contributes to the enhancement of knowledge in his field of expertise by interactive demonstrations, exhibitions, writing in professional journals, publishing original work etc.,</li> <li>• Dully acknowledge Indus Valley School of Art &amp; Architecture in all your research initiatives and informing school with the proof of your research work.</li> </ul>
5 Duty (10%)	Community Service
Standards	<ul style="list-style-type: none"> <li>• Participates in Community development activities such as cultural, social, environmental and other community initiatives through active presentation and efforts.</li> <li>• Incorporates consideration of all classes, races, nationalities, cultures, disabilities, and genders into organizational policy and promotions</li> <li>• Culturally educates IVS community constituents and encourages cross-cultural interaction, both inside and outside the organization.</li> </ul>