

The Leith School of Art  
25 North Junction Street  
Edinburgh EH6 6HW

Telephone: 0131 554 5761  
Web: [www.LeithSchoolofArt.co.uk](http://www.LeithSchoolofArt.co.uk)  
Email: [enquiries@LeithSchoolofArt.co.uk](mailto:enquiries@LeithSchoolofArt.co.uk)



**Job Title:** Jewellery Tutor (Short Courses programme)

**Reports to:** Short Courses Manager

**Contract:** Thursdays, 6.30pm – 9pm (starting September 2024)

**Pay:** £31.31/hour (teaching hours only – 30 weeks per academic year)

**Location:** North Junction Street Campus

Leith School of Art, Edinburgh was established in 1988 as an independent college of the visual arts and has built an outstanding reputation for hands-on tuition and an inclusive community ethos. We are passionate about teaching art and design and our students thrive in our dynamic, creative and inspiring learning environment.

We operate as a charity aiming to encourage and welcome all those who want to learn about art and design, irrespective of age, ability or personal circumstances and to provide bursaries for those whose financial situation would otherwise deny them access.

## **Course Description:**

*A comprehensive jewellery making course covering a variety of techniques. This course is suitable for both beginners and more experienced students who wish to refine their skills.*

The small class size enables each student to work on an individual sustained project throughout the term. There is assistance from two tutors to provide expert one-to-one tuition. All basic jewellery techniques are covered: piercing, soldering and applying texture to metal. As students' individual interests and project requirements emerge, a selection of specialist processes are taught throughout the course, including sand casting, basic stone setting techniques, keum-boo and fold-forming. All core materials are included as well as a limited amount of silver. Extra amounts of silver can be purchased at cost price from the School if required. The course is structured so that each student will finish the term with a piece or collection of jewellery and having added to their knowledge of jewellery making.

## **Post**

The post holder will co-teach the Jewellery evening course alongside another jewellery tutor on Thursdays evenings, teaching two and a half hours per week from 6.30pm until 9pm. Tutors are expected to set-up the studios and clear-up at the end of the day. Course preparation and occasional meetings are to be undertaken outside of teaching hours.

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**If you wish to apply for this role please email your C.V. along with a covering letter explaining your suitability for the position to: [recruitment@LeithSchoolofArt.co.uk](mailto:recruitment@LeithSchoolofArt.co.uk)**

**Closing date for applications is Wednesday 24 July 2024**

**Proposed interview date: Thursday 1 August 2024.**

## **Specific Responsibilities**

- Work in liaison with a co-tutor, line management, relevant support staff and administrators towards effective delivery of the course
- Provide feedback and guidance to students, giving instruction in relevant jewellery techniques and design
- Set up the studio and materials before students arrive
- Clear up studios at the end of the day
- Employ a range of teaching strategies including demonstrations, one-to-one tutorials and peer group learning
- Introduce students to a range of materials, methods and processes
- Develop a supportive learning environment enabling students to build their confidence and skills
- Work with students to select pieces for School exhibitions
- Attend staff training, School exhibitions and meetings with your line manager
- Photograph the studios and students' work for promotional purposes
- Contribute to marketing and promotional materials for the course
- Ensure a safe working environment through personal example and by maintaining the School's health and safety regulations and processes.
- Work with a co-tutor to develop and maintain appropriate health and safety protocols
- Induct students by demonstrating the correct use of equipment.
- Stock check and replenish material supplies in agreement with your line manager.
- Ensure tools and equipment are in good working order and stored appropriately.

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## Person Specification (Short Course Programme)

### Experience and Knowledge

#### Essential

- An understanding of jewellery making as an active practitioner
- Degree level in an appropriate field or other equivalent experience
- A knowledge of safe practices in the studio environment
- Experience of delivering a jewellery teaching programme
- Relevant knowledge of jewellery and silversmithing that will inform a varied and stimulating programme of teaching.
- Experience of working with students with a wide range of backgrounds, abilities and needs.

#### Desirable

- Teaching qualification or equivalent professional recognition
- Experience of working with students that need additional support for learning.

### Skills and Personal Qualities

The successful candidate will also:

- Have the ability to support each student, instil confidence, and draw out interests and ideas
- Be skilled in a range of approaches to jewellery making in terms of materials, processes and methods
- Be an excellent teacher, with good communication and a commitment to quality and standards
- Have good organisational skills
- Have a positive attitude in keeping with the ethos of the School
- Be willing to collaborate in a team working environment
- Have the ability to demonstrate the general aims of the School
- Be committed to supporting students from all backgrounds
- Have the ability to empathise, support and nurture students
- Be enthusiastic, responsive and a creative problem solver
- Be open to new approaches.