

College of Haringey, Enfield and North East London
Job Description and Person Specification

Post:	Lecturer in Music Technology
Contract:	Full Time/Permanent
Reporting to:	Curriculum Manager
Responsible for:	Teaching, Learning and Assessment and Learners' Support
Salary:	£28,846 – £41,095 per annum

Key Purpose

To teach a variety of music subjects, (theory & practice) across a range of vocational courses and to tutor L1 or L2 or L3 student groups

Main Duties and Responsibilities

- To teach on a range of music practice and production courses in an appropriate area of the curriculum.
- To be a personal tutor for a group of either Level 1 or Level 2 or Level 3 students.
- To actively promote and implement the College Policy for Equality of Opportunity within all aspects of the post.
- To implement curriculum and course development within the area of work in conjunction with the Curriculum leader.
- To participate in course team meetings and to offer support to team members and School.
- To monitor and evaluate student progress and achievement and to keep accurate and updated course and student records, including registers, reports, assessment records, course files and statistical data on the relevant digital platforms.
- To work with the course team to review the course and ensure the college quality assurance cycle is implemented.
- To develop learning programmes/materials in line with aims, objectives, mode of assessment and accreditation and to collate and monitor schemes of work.
- To assess student work in a timely manner, within the guidelines of the associated exam board and the frameworks as defined by the course assessment schedules
- To provide course and student information and statistics required by the college.
- To support and promote the transition of students by working with parents/carers and external agencies as appropriate and to provide pastoral care.
- To act as tutor to a group of students and to meet students regularly on an individual basis to discuss academic progress, and to support students in their choice of progression routes.
- To identify students requiring extra support and refer them appropriately.
- To take up issue of equal opportunities and other quality issues regarding the college that are raised by students.

- To liaise with Careers and other external agencies to ensure that students are fully informed about future choices.
- To provide reports on students and to write references as required.
- To monitor attendance, timekeeping, homework etc., and to deal with those students who are not performing to required standards.
- To respond to enquiries or advocate on behalf of students in dealing with other agencies e.g., Refugee Council, other colleges, crèche etc.
- To work with admissions in setting up interviews and auditions for students and to implement enrolment and induction programmes.
- To implement established student disciplinary procedures as necessary, in line with quality procedures and equal opportunities
- To lead on course design and course moderation/verification.
- To participate in the college's quality assurance procedures and in professional development and appraisal and to join appropriate training events and programmes.
- To undertake other appropriate duties that may be requested of you.

Other Duties and Responsibilities

As part of the course team, the tutor acts as the main point of reference for students/apprentices in a particular year or course group. The tutor's role includes:

- participation in inducting students/apprentices
- providing educational and welfare guidance
- students/apprentices in preparing individual action plans
- following up student/apprentices absence and tracking their course work
- acting as the focal point in the maintenance of student/apprentice discipline within the context of the College student disciplinary procedure (f) undertaking exit interviews with students/apprentices
- preparing administrative returns and reports as required
- in relation to students/apprentices, including destination records
- writing student/apprentice references
- completing UCAS and any other forms with students/apprentice

General

- To participate in activities to publicise courses.
- To assist in the planning and development of courses and course materials.
- To participate as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and in joint action planning.
- To provide advice and guidance to prospective students/apprentices together with interviewing and APL work.
- To participate in student enrolment and induction.

Expectations of the Post Holder

- All lessons should be planned to be good or better with regard to the Quality of Education by the EIF standards
- A scheme of work/learning in line with the curriculum intent must be in place for all courses prior to the start of the course
- All courses must have a Moodle, Microsoft Teams or Google Classroom platform, which includes the course handbook, schemes of work/learning and assessments

- ProMonitor Markbook must be set up at the beginning of the course in line with the planned assessment schedule and used to record learners progress on assessments (assignments, tests, mocks, exams, etc)
- All learners must receive regular and comprehensive feedback on their progress against their target grades and how to further improve in line with the CCCG assessment policy
- Correction codes including SPaG should be used on all marked work (paper based or electronic). The codes should be agreed by the Head of School
- To promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student and apprentice behaviour and safeguarding young people and vulnerable adults.
- To participate in the College staff appraisal process and continuing professional development.
- To develop effective working relationships internally and with external partners and stake-holders.
- To operate at all times in line with the College's values and behaviours.
- To undertake other duties as may reasonably be required in the interests of the efficient functioning of the College and Department/School

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week, but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Appropriate experience and qualifications reflecting a strong background in music education and the music industry.	X	
	A teaching qualification or the commitment to undertake one during the first term of contract.	X	
	A history of teaching within a vocational (or similar) context to a high standard, with personal/group tutoring experience.	X	
	Teaching UAL Level 1, 2 and 3 projects, for example: A project exploring diverse musical genres, a project based on music technology, Music Industry, Musicology (social, cultural and political aspects of music) and a large-scale project that encompasses different stage performances including world and acoustic music.	X	
Knowledge / Experience	Sound knowledge of modern music practice & education, studio techniques and a working knowledge of past and current commercial styles.	X	
	Knowledge of singing technique/vocal coaching and music for theatre would be highly desirable.	X	
	Knowledge of employment opportunities and training requirements in the industry and the ability to support students' progression into work of Higher Education.	X	
	A sound knowledge and understanding (or a willingness to gain) of the curriculum and assessment demands and requirements of UAL qualifications and their embedded quality systems	X	

Skills / Abilities	Willingness and ability to teach on a broad range of courses within the curriculum area to a variety of age groups and levels.	X	
	The ability to work as a personal tutor to a group of students.	X	
	The ability to work as part of a team and to communicate effectively with colleagues and employers.	X	
	The ability to communicate with students and to motivate and support them in their studies.	X	
	Well-developed organisational, administrative and IT skills.	X	
	Willingness and ability to teach on a broad range of courses within the curriculum area to a variety of age groups and levels.	X	
	The ability to work as a personal tutor to a group of students.	X	
Other factors	An understanding of and commitment to safeguarding young people and vulnerable adults.	X	
	Motivation to work with children/young people/vulnerable adults	X	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults	X	
	Emotional resilience in working with challenging behaviours Appreciation of the use of authority and maintaining discipline	X	