

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

Post:	Lecturer in Music Technology
Contract:	Permanent
Hours:	35
Reporting to:	Head of School
Grade:	Qualified Lecturer Scale
Salary:	£28,864 to £41,095 (Dependant on Qualifications and Teaching Experience)

Key Purpose

Delivery of learning programmes, assistance to students/apprentices and tutorial support

Main Duties and Responsibilities

- To teach specific groups including the associated preparation and marking.
- To arrange, monitor and supervise learners/apprentices on programmes, including educational visits and field trips.
- To manage Smart Assessor so as to effectively monitor apprentices' timely progress
- To design and prepare high standard and effective learning materials.
- To assess students/apprentices, including formative and summative assessments, internal verification and supervision of examinations.
- To maintain and provide records and statistical checks in relation to own teaching, including enrolment checks, attendance records and other such information as required.

Tutoring

- 6.1 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
- assisting 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
- 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/apprentices.

Course development and co-ordination

- 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.

Advice, guidance and enrolment

- To provide advice and guidance to prospective students/apprentices together with interviewing and APL work.
- To participate in student enrolment and induction.

Other Duties and Responsibilities

Resources

- To plan, manage and ensure the effective deployment of the resource requirements for the services coming under the responsibility of the role.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

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).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A degree in an appropriate subject area	X	
	A Level 2 qualification in English and Maths	X	
	Have or be actively studying for a teaching qualification	X	
Knowledge / Experience	Relevant industrial experience in the area concerned	X	
	Pastoral or equivalent experience and understanding to support the broad needs of students	X	
	Understanding and experience of curriculum development and innovation and developments in contemporary education	X	
	Understanding of relevant Health and Safety requirements	X	
Skills / Abilities	Ability to work as part of a team and on own initiative	X	
	Excellent oral and written communication skills	X	
	Ability to teach on a range of courses in the subject area	X	
	Ability to provide learning and tutorial support for students	X	
	Ability to promote and recruit for courses	X	
	A high level of organisational and administrative skills	X	
	Competent IT and keyboard skills	X	
Safeguarding Young People And Vulnerable Adults	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours <p>appreciation of the use of authority and maintaining discipline</p>	X	
Other Factors/ Additional Requirements	An understanding of and commitment to equality of opportunity	X	