



Music Production and Performance Lead Tutor Job Description

Job Title	FT Lead Tutor/ Tutor for Music Production and Performance Tutor (Level 2 and Level 3)
Responsible to	Curriculum Area Lead for Music, MMD and Fashion
Location	Dv8 Bexhill

Hours of work: Monday – Friday, 9.15am – 5.15pm.

Contract: Permanent, 40 weeks per year, Term-time only

Salary: £25 - £26k pro-rata (based on an equivalent 35-hour p/w, 52 weeks per year full-time post)

Closing date for application: Sunday 21st July 2019

Interviews: Tuesday 30th July 2019

Context: Dv8 Sussex is seeking a Lead Tutor for Music Production and Performance to teach and lead on the Music Production and Performance courses in our Bexhill Centre. The Lead Tutor will deliver the Music Production and Performance curriculum at Levels 2-3.

Start date: w/c 2nd September 2019, with the term starting for students on 16th September.

Course details:

www.dv8sussex.com/music-production-course/

Key Responsibilities

Teaching Learning and Assessment

- Plan, deliver and assess RSL Music Production and Performance qualifications at both Level 2 and 3.
- Ensure all students receive an effective initial assessment, accurately identifying any additional learning needs. Ensure that this process supports and informs the learning process, supports individualised target-setting and goal setting and the mapping of progress throughout the programme.
- If any additional learning support needs are identified, ensure that a clear plan is put in in collaboration with the Learning Support Manager to meet these needs and disseminate accordingly.



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- Ensure that all student pre-enrolment information and initial assessment information is used to plan for effective delivery and differentiation of learning.
- Oversee the timetabling of additional “catch-up” sessions for students as and when required.
- Feed-into, and contribute to ILPs, student live files and 1-2-1 progress reviews to support learning and evidence progress for every learner.
- Ensure assessment of learning is ongoing, effective and delivered as per the assessment plan/ schedule. Where actions to improve are identified, ensure that a clear plan of action is put in place and followed with demonstrable impact on the quality of assessment, including evidencing and tracking of student progress.
- Conduct and document learner progress reviews during designated weeks, identified on the Academic Calendar.
- Ensure that all staff are aware of, and planning for, key dates for assessment (assessment plan/ schedule).
- Work with the English and Maths team to ensure that English and Maths are embedded throughout the curriculum and that opportunities to embed are implemented and built into the curricula.
- Liaise with Curriculum Area Lead and Quality Manager (IQA) as appropriate; to ensure RSL registration, unit delivery and assessment are achieved in a timely manner.

Curriculum Planning

- Co-ordinate the Music Production & Performance curriculum delivery and assessment planning in the Bexhill centre, ensuring that curriculum is designed to meet the needs of students, which provides a clear plan for assessment, internal verification, and progression.
- Ensure all course delivery and assessment meets the criteria set out by awarding bodies and within ESFA study programme funding guidelines.
- Liaise with the Senior Management Team to sign off curriculum prior to each academic year's planning deadline.
- Ensure that student profile information from the admissions process is used to develop and inform curriculum design, and the planning for learning.
- Support the CAL in the organisation and supervision of Course Meetings in the relevant curriculum area to coordinate the teaching team and Learning Support staff; keeping accurate records of discussion points and assigned actions.



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- Create a positive environment for learning and set high expectations for the teaching teams in relation to standards of student attendance, punctuality, achievement and the quality of teaching, learning and assessment.

Quality Improvement

- Report on termly Course Progress reviews, reviewing all learner progress and support needs throughout the year with the Curriculum Area Lead and Delivery and Performance Manager.

Student Services

- Liaise with parents and carers as and when required to support student achievement.
- Attend Parents Evenings at least twice per year to ensure parents are engaged in the young persons learning journey and aware of progress, including targets, throughout the year.

This is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake other tasks commensurate with the role.

Person Specification

Qualifications

- Hold a formal teaching qualification at level 4 (CTLLS or equivalent) or above or be willing to undertake a qualification as a condition of the role.
- Hold a Degree level qualification, ideally in a related sector area (desirable but not essential).

Knowledge and Experience

- Previous experience of teaching.
- A demonstrable record of success in previous roles.
- Significant successful experience of teaching relevant course areas.
- Up to date knowledge of the subject area, syllabus requirements and appropriate teaching techniques; an awareness of the requirements of awarding bodies.
- Knowledge and understanding of mechanisms for the identification, assessment and support of learner needs.
- Understanding of equality and diversity within the curriculum, barriers to learning and strategies to overcome these.
- Practical and professional knowledge of creative industries



Personal attributes and qualities

- The ability to lead, motivate and support a team of teaching professional
- Good organisational and administrative skills
- Good IT skills
- The ability to work flexibly as part of a team.
- The ability to make a contribution to the development of the curriculum and resources.
- Suitable to work with children and young people.
- Excellent communication and interpersonal skills.
- A good work ethic with the ability to work under pressure, to be flexible, thorough and accurate.
- A commitment to provide an outstanding and inspirational service to staff and students.
- A commitment to Dv8's core values, with particular focus on student success through high-quality teaching, learning and assessment.