**Music Tech. Tutor**

This Job Description details duties of the role of the ‘Music Tech. Tutor’ for position at the ArtxChange College.

Main Responsibilities:

* Plan and deliver lessons/assignments in Music Technology across all Creative Media Vocational programmes and range of year groups/abilities at the ArtxChange College.
* Support the delivery and implementation of courses of study for students working towards UAL qualifications and other courses as directed by the College Leadership Team.
* To work collaboratively with colleagues to support the planning and delivery of high quality learning across all Creative Media Programmes with a specific responsibility for Music and Music Technology.
* Model a high standard of professionalism of teaching planning and classroom practice.
* To create a vibrant learning environment that embraces a wide range of teaching and learning strategies/styles.
* Plan and prepare differentiated schemes and units of learning and ensure maintenance of up to date planning documentation.
* Plan and deliver lessons that are differentiated according to the educational needs of the students in your classes.
* Regularly assess and mark learning carried out by the students in your care.
* Ensure that student learning portfolios and evidence for progress towards qualification is in place for internal and external verification and assessment.
* Plan, supervise and appropriately direct activities to be carried out by teaching assistants working under your guidance.
* Understand the specific needs of students complex social, emotional and mental health difficulties under your care and tutelage to provide effective and appropriately engaging learning experiences.
* Be responsible for the learning and achievement of all students in your classes ensuring equality of opportunity for all.
* Treat students with dignity, building relationships rooted in mutual respect, communicating and observing appropriate professional boundaries at all times.
* Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, others staff and external agencies in the best interests of students.
* Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2012).
* Be responsible for the appropriate use, monitoring and maintenance of all equipment and technology used to deliver music sessions.

**Assessment Recording & Reporting**

* Accept overall responsibility for all aspects of internal and external assessment.
* Assess, record and report on the development, progress and attainment of the students in your class.
* To provide or contribute to oral written, photographic and video assessments, reports and references relating to individual students and groups of students.

**Examinations & Accreditation**

* To participate in arrangements for preparing students for examinations and the collation of evidence in support of accreditation.
* Assess students for the purposes of such examinations and accreditation opportunities, accurately recording and reporting on learning activities.
* To participate in arrangements for student presentation and/or performance for examinations and accreditation opportunities.

**Appraisals**

* To participate in arrangements for the appraisal of your own performance.
* To participate in arrangements for the appraisal of other teachers and teaching assistants within your Department area.

**Further Training and Professional Development**

* To keep under review your methods of teaching and programmes of work.

Participate in arrangements for further training and professional development as a teacher.

 **Form Tutor**

* To be responsible as a form tutor to a cohort of students as allocated by the leadership team.
* To maintain up to date and accurate records of attendance, punctuality and engagement with learning.
* To fulfil pastoral and communication responsibilities as directed by the leadership of the College, ensuring that matters related to student behaviour, social, emotional and mental well-being are communicated promptly with the leadership team and colleagues where appropriate.
* To Provide formal input to academic reviews and EHCP annual review meetings, working closely with the SENCO to monitor the effectiveness of interventions in relation to the progress and wellbeing of Form group members.
* Plan and lead trips as necessary to enrich the educational, social and emotional development of students within your care.

\* This job description is not necessarily a comprehensive definition of the post and may be reviewed during the performance management process and may be subject to modification or amendment following consultation with the successful candidate.

**Person Specification – Music Tech Tutor**

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| **Requirements** | Essential | Desirable |
| ***Education and Experience*** |  |  |
| Degree level qualification in Performing Arts, Music, Sound Engineering or a related discipline. | X |  |
| At least two years' experience working with the SEMH or AP environment in a classroom-based role.  | X |  |
| Relevant experience of supporting the delivery of music/music technology/digital media and performing arts teaching | X |  |
| Experience delivering BTEC (or similar) qualifications |  | X |
| ***Skills, Knowledge and Abilities*** |  |  |
| In depth experience of working with Logic Pro. | x |  |
| Experience of working with Pro Tools within a studio context. |  | x |
| Significant experience of working with a range of audio production equipment & processes in a professional context as a performer or technician.  | x |  |
| Professional experience of audio production within both live performance and studio contexts |  | x |
| Awareness of and experience with up to date and current technological developments within field | x |  |
| Recent experience of leading performance groups in an educational context |  | x |
| Ability to create a positive learning environment | x |  |
| Ability to communicate effectively with young people from a range of diverse backgrounds | x |  |
| Excellent collaboration and team working skills | x |  |
| Ability to reflect on own teaching methods and respond positively to new ideas | x |  |
| Ability to accept constructive criticism and work with College Leadership to improve practice | X |  |
| Ability to demonstrate a commitment to improving own learning and understanding in relation to student needs, keeping up to date with current theory and practice | x |  |
| Knowledge and understanding of safeguarding children and vulnerable adults  | x |  |
| Understanding of and commitment to Equal Opportunities and Valuing Diversity | x |  |
| Excellent organisational skills | x |  |
| Excellent interpersonal skills | x |  |
| Excellent IT skills |  | x |
| Ability to communicate effectively in writing, face to face, and on the telephone | x |  |
| Ability to maintain a professional, patient and calm attitude when dealing with parents and students | x |  |
| Diplomatic approach in dealing with difficult situations | x |  |
| Comfortable in working in a sometimes challenging environment | x |  |
| Ability to prioritise to ensure that deadlines are met, whilst working under pressure | x |  |
| Ability to maintain strict confidentiality in all matters | x |  |
| Ability to use computer applications, particularly Microsoft Office | x |  |
| Commitment to implementation of the practices and ethos of the College. | x |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | x |  |