



## **Job Description**

### **Lecturer: Music - Performance and Production**

Title of Post:	Lecturer: Music – Performance and Production
School:	PAMED – Creative Industries
Hours:	22.5 hrs per week, 52 weeks per year
Grade:	Richmond upon Thames College Academic Pay Scale pt. 23 – 36
Reporting to:	Head of School – Creative Industries
Base:	Richmond

#### **MAIN PURPOSE OF POST:**

The main purpose of the job is to ensure the retention and achievement of students through the delivery of outstanding practice in teaching and learning. To teach, develop and improve programmes of study in Music.

#### **Design and Delivery of Programmes**

- Teach on a range of UAL courses in Music and Performing Arts. Courses include:
  - Level 1 Diploma in Music, Performing and Production Arts
  - Level 2 Diploma in Music Performance and Production
  - Level 3 Diploma in Music Performance and Production
  - Level 3 Extended Diploma in Music Performance and Production

Specialist units include the exploration of music theory, use of DAW for recording, editing, mixing and mastering music, independent music-making and self-promotion within the industry. All projects are industry-mirrored.

- Assist in the co-ordination of the above programmes.
- Prepare schemes of work, lesson plans and resource materials for teaching programmes.
- Assess student work in line with Awarding Body Exemplification Matrix.
- Utilise IT and learning technology to deliver elements of the curriculum.
- Deliver and assess Functional Skills.
- Integrate Functional Skills into the curriculum.
- Prepare assessment plans and schedules and ensure students are aware of your expectations.
- Implement the School's policies on assessment and homework.
- Participate in the evaluation of the effectiveness of the programme.
- Prepare learners for employment and progression through contribution to a subject focused work experience programme.

- Create opportunities for learners to broaden their experience through enrichment activities.

### **Curriculum Duties**

- Attend team meetings, staff meetings and College events as directed by managers.
- Keep records up to date, including the completion of registers, and tracking documentation.
- Liaise with colleagues to ensure that new members of staff are fully appraised of requirements.
- Participate in the College's staff appraisal and mentoring systems.

### **Quality**

- Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
- Carry out internal verification of assessed work, in line with Awarding Body requirements.
- Contribute to the course reviews including reviews of your subject area and the setting, implementation, and monitoring of action plans.
- Set targets for achievement, retention and attendance and participate in the College's performance management programme.
- Participate in additional activities, such as projects on the improvement of teaching and learning, as required.

### **Recruitment of Students**

- Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
- Interview potential applicants and contribute to the Student & Learning Services interviewing schedules.
- Contribute to the development, promotion and delivery of the College's marketing and recruitment strategies.

### **Induction and Support for Students**

- Carry out student inductions and contribute to the design of induction programmes.
- Carry out progress reviews, including the completion of necessary documents.
- Provide support within the structure of the School to ensure the attendance, retention and achievement of students.
- Understand and keep up to date with student support and learning support arrangements, ensuring students have full information, and making appropriate referrals.
- Where appropriate, ensure that Basic Skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
- Ensure that resources within your subject area are kept up to date and accessible to students and other staff in liaison with the curriculum managers and the College's Learning Centres.
- Prepare students for employability, career progression and/or further education and training.
- Produce reports and attend events to provide information to parents/employers.

### **Other**

- Keep knowledge and skills up to date through self-study and undertake staff development and secondments relevant to professional needs.

- Contribute to staff development programmes as appropriate.
- Take an active part in the College's appraisal and mentoring processes.
- Communicate effectively as part of a team.
- Promote Equal Opportunities and implement the College's Equal Opportunities Policy.
- Provide a secure, safe, and friendly learning environment including implementation of College's Health & Safety Policy
- Complete all documents necessary to comply with College HR policies, e.g., Agency Lecturer booking forms, sickness forms, appraisal forms, etc and ensure all staffing records are kept up to date.
- Carry out any other duties commensurate with the scale and grade of the post.
- Supervising performance groups and the running of efficient rehearsals,
- Attendance and management of evening and off site performances

### **BACKGROUND:**

The post of Lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the postholder has a motivation for keeping themselves up to date with developments in their professional area and in the practices of teaching and learning. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All postholders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meeting individual learner needs, including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever-changing service, and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

### **Safeguarding Children and Vulnerable adults**

- Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
- Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

## Lecturer in Music – Performance and Production

### Person Specification

	Essential	Desirable	How Assessed?*
<b>Qualifications</b>			
• Degree in Music	✓		Cert/AF
• Level 5 teaching qualification recognised by the FE sector (e.g. PGCE, DET) or willingness and ability to work towards one, supported by the College	✓		Cert/AF/T
<b>Knowledge</b>			
• Teaching experience in Music	✓		AF/IV
• Ability to deliver theory, practical and industry-related units	✓		AF/IV
• Up to date knowledge of the relevant subject area	✓		AF/IV
• Keyboard, guitar, drum and vocal skills and music theory skills	✓		AF/IV
• Music production skills, use of Logic Pro X	✓		AF/IV
• Proven track record as a music practitioner	✓		AF/IV
• Current profile as a practitioner in the subject area		✓	AF/IV
• Experience of delivering UAL programmes		✓	AF/IV
<b>Skills and Experience</b>			
• The ability to enthuse and inspire students	✓		IV/T
• Good communication skills, written and verbal	✓		AF/IV
• Good interpersonal skills	✓		IV/T
• Good classroom practice	✓		T
• Good literacy and numeracy skills	✓		AF/T
• IT skills or willingness to develop IT skills	✓		AF/IV
• Experience of implementing IT within the curriculum		✓	IV
• Commitment to Equal Opportunities and Safeguarding in an education environment	✓		AF/IV
• Experience of tutoring	✓		IV/AF
• Ability to work effectively as part of a team	✓		IV/AF
• Evidence of continuing professional development	✓		AF/IV
• Self-motivation	✓		IV
• Commitment to learners and learner achievement	✓		IV/AF/T
<b>Competencies</b> <i>Academic staff should be able to demonstrate competency in all of the following areas:</i> Communication; Planning and Organising Interpersonal Sensitivity ; Adaptability/Flexibility Results Focus			AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

T = Test (Micro-teach/Skills test)

IV = Interview

Cert = Certificates checked at interview

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.