

**JOB DESCRIPTION**

**Job Title:** Lecturer – Music

**Reports to:** Course Manager &Head of Department

**Overall Responsibilities:**

* To prepare, deliver and assess subject specialisms on a range of courses.
* To undertake course administration as necessary.
* To contribute to developments within the Programme Area/Centre.
* To contribute to curriculum development and course leadership where appropriate.

**Main Duties:**

1. To teach across a range of qualification types and levels.
2. To develop and actively maintain schemes of work for subjects taught.
3. To plan and prepare lessons.
4. To research and develop new topics and identify and create teaching materials (including on line resources).
5. To undertake internal verification activities as required.
6. To monitor, assess, set and mark students’ work, assignments, homework, etc.
7. Where appropriate, to arrange work experience and carry out student assessments in the workplace.
8. To prepare reports on student’s progress and performance.
9. To provide written summary reports to course and other managers on individual student progress towards their qualifications.
10. To complete administrative tasks relating to students and courses including registers, enrolment, withdrawal notification, transfers, class lists etc.
11. To supervise/oversee the work of learning support/teaching assistant if/when allocated to the class.
12. To contribute to course team meetings to monitor and review courses.
13. To ensure teaching spaces are tidy, interesting and secure.
14. To ensure the health and safety of students.
15. To manage the behaviour of all college students within and outside the teaching areas in accordance with the code of conduct.
16. To interview potential students and conduct diagnostic assessments.
17. To represent the College at parents’ evenings, taster days, careers/education conventions.
18. To keep up to date with subject knowledge and other issues relevant to area of work.
19. To develop and maintain links with industry partners and identify opportunities for students.
20. To attend and participate in programme area and whole college staff meetings.
21. To be responsible for promoting and safeguarding the welfare of children and young person’s you are responsible for, or come into contact with.
22. To carry out any other associated duties as requested by the Head of Department.

**Additional duties for Level 4/Stage 3 (Cert. Ed/PGCE equivalent) qualified lecturers:**

* To lead curriculum development activities
* To provide student support
* To act as designated Course Manager
* To contribute to innovation in teaching & learning

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

* **Other duties**

Any other duties as determined by your line Manager.

**March 2020**



**PERSON SPECIFICATION**

**Job Title:** Lecturer - Music

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Degree and/or vocational training at an equivalent level in a relevant subject * Willingness to work towards Certificate in Education/PGCE or equivalent * English and Maths or similar at GCSE grade A-C or equivalent or willingness to achieve Literacy and Numeracy Level 2 or equivalent | * Certified in Education/PGCE or equivalent * Safeguarding training * Equality and diversity training * ECDL or ITQ Level 2 or equivalent |
| **Knowledge/ Experience** | * Recent experience of working with a wide range of professional activities in Media production * Recent experience as a teacher, trainer or instructor * Experience of working constructively to achieve team objectives and deadlines * Experience of using IT and a willingness to develop multimedia approaches to learning * Evidence of high performance in previous roles/jobs * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | * Experience of working effectively in a customer focussed environment * Experience of successfully teaching a diverse range of students and adapting approaches accordingly * Successful teaching experience in an adult environment. * Successful teaching experience in Higher Education. * Experience of teaching 16-18, funded courses * Successful Course leadership experience * Curriculum development experience * Evidence of experience with and advanced knowledge of leading music software packages |

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| **Skills/Abilities** | * Ability to demonstrate evidence of strong teaching skills * Ability to teach students of all ages at various levels of achievement * Ability to adapt teaching practice in line with changes in policy and priorities to embed wider understanding and skills in the core vocational curriculum. * Ability to contribute to curriculum development * Ability to complete administrative tasks accurately and within timescales * Ability to use a variety of computer packages confidently * Ability consistently to support a high quality learning experience for all students * Ability consistently to create to a welcoming and supportive environment for students and/or customers  1. Ability to work in line with our Values of   Student Focus  High Performance  Respect, Openness, Honesty  and explain how this relates to the job role   1. Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution 2. Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times 3. Ability to communicate effectively and confidently face to face, on the telephone and in writing | * Ability to demonstrate a successful track record of supporting students’ progress and achievement * Ability to use Microsoft Office software confidently * Ability to use Moodle or similar confidently |
| **Special Requirements** | * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults * Willingness continuously to update skills and knowledge * Flexible approach to work and working times * Willingness to work at all locations where Bedford College provides a service * Awareness of health and safety requirements relevant to the job |  |

**March 2020**