



# JOB DESCRIPTION

**POST TITLE:** INSTRUCTOR – MUSIC 50%  
**POST NUMBER:** WREQ 324  
**GRADE:** LECTURER

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## JOB PURPOSE

The person appointed will join a team of people working within the Faculty of Creative Arts to support teaching, learning and assessment as an instructor.

## KEY TASKS/DUTIES

The person appointed will be responsible to the Curriculum Manager and ultimately the Head of Faculty for the following:-

- Teach, train and assess on a range of accredited programmes, as required, to deliver the learning aims of students. This will be achieved through general teaching, one-to-one tutorials, classroom style workshops, observation, reviews and the assessment of students in college or in the workplace.
- Prepare all necessary materials to carry out the teaching, training and assessment.
- Assess students work, files and portfolios etc, as required.
- Carry out all associated organisational or administrative work to facilitate the delivery and assessment of students. Including the maintenance of electronic records.
- Provide general counselling and advice to students and employers as to the suitability of a particular course of study to meet their individual needs.
- Advise prospective students and employers on their training requirements within the staff members' area of expertise.
- Undertake in-service training and continuing professional development based upon individual and service needs.
- 'Sign post' students or employers to the appropriate college section to address specific welfare, counselling and additional learning support matters. Follow up to ensure that appropriate action has taken place.
- Act as the ambassador of Weston College at all times whilst undertaking you role, particularly in the employers workplace. Positively promote



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Weston College and its reputation at all times, referring all matters of student and employer need to the college.

- Carry out any other duties commensurate with the grade and expectations of the post.

## **SPECIFIC DUTIES**

- To agree and meet performance targets.
- Liaise professionally where appropriate with external clients and workplace representatives promoting the College and its associated, relevant educational products.
- To give information, advice and guidance and to help recruit perspective candidates.
- Complete all paperwork as directed by your line manager.
- Maintain effective working relationships with employers, including employer visits.
- To monitor and evaluate candidate progress and achievement throughout.
- The programme and to keep accurate and up to date assessor records.
- Work efficiently and effectively to ensure the success of learners.
- Identify learning support and monitor at risk learners.
- Deliver training in line with schemes of work, session plans, and employer overviews.
- Comply with quality assurance procedures.
- Attend team meetings and one to ones with Line Manager.
- Assist in the completion of course reviews.
- To abide by and work within the College Health and Safety Policy and ensure students also work within the policy.
- To assist with internal and external activities such as open evenings, shows, exhibitions and performances.



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## CONDITIONS OF SERVICE

The College standard Contract of Service apply.

## SALARY

Lecturer Scale 1-2: £11,569 - £12,307 per annum.

## HOLIDAY ENTITLEMENT

30 days per annum inclusive to statutory Bank Holidays (pro rata for part time).

## HOURS

18.5 hours per week.

Lecturer Contact Hours: 512 per annum

*Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A Degree which is appropriate to the work.	✓	
Relevant successful teaching experience.	✓	
A Teaching Qualification.		✓*
Knowledge and experience of current teaching and learning strategies.		✓
Postgraduate and/or relevant professional experience.		✓
Computer Literacy.	✓	
Highly Motivated.	✓	
Excellent Organisation Skills.	✓	
Ability to work as part of a team.	✓	
Excellent Communication Skills.	✓	
Setting and Achieving High Standards for yourself and your students.	✓	
Promotion a culture of involvement, listening and responsiveness to Students Needs.	✓	
Play more than one instrument to an high standard.	✓	
Working Knowledge of Music and one or more of the following: <ul style="list-style-type: none"> <li>• Performance experience</li> <li>• Instrumental experience</li> <li>• Theory &amp; Harmony</li> <li>• Aural skills</li> <li>• Gigging / Events Management</li> <li>• Songwriting</li> <li>• Computer Skills (Mac)</li> </ul>		

NB: All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first 2 years of service.



# FACULTY INFORMATION

## FACULTY OF CREATIVE ARTS

The Faculty of Creative Arts consists of Art and Design, Music and Performing Arts. Courses are offered at a range of levels from First Diplomas to Full BA Hons. The Faculty enjoys new, excellent and purpose built state of the art facilities which includes: our own art gallery, spacious studios, suites of Apple Mac computers, three darkrooms, high tech recording studios and a performance spaces.

Students' benefit from well qualified experienced and dedicated staff. The average pass rate for full time students has been over 98% for the past five years. We have established an excellent record for placing students into established and highly regarded Higher Education establishments and employment.

Our excellent reputation, student results, progression and value added was acknowledged during the Ofsted visit in December 2013 when the college was considered 'outstanding' in all areas namely teaching, learning and assessment, outcomes for learners, leadership and management and overall effectiveness.

In response to the quality of our staff and work, we have been allocated numbers to deliver a range of Higher Education Courses in partnership with Bath Spa University and The University of the West of England. These include Foundation Degrees in Graphic Design, Contemporary Arts and Professional Studies, Music Production, Popular Music, Photography in Practice, Film and Media Arts Production, Musical Theatre, Performing Arts and Games and Animation Production. In addition we offer top-ups to full BA Hons in Graphic Design, Contemporary Arts and Professional Studies, Musical Theatre and Performing Arts.

In addition to new curriculum offers in Higher Education and Further Education we are an Apple Authorised Training Centre for Education and deliver a number of highly successful Summer and Saturday Schools

The success of the Faculty of Creative Arts is based on a strong belief in teamwork and a staff commitment to a student centred, quality experience. We hope you feel encouraged to apply and wish you success with your application.

Head of Faculty Creative Arts  
Sarah Clark