

August 2019

Thank you for your interest in the post of Subject Tutor: Musical Instruments. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV by e-mail to Rachel Tumbull, HR Business Partner:

Email: [HRmailbox@westdean.org.uk](mailto:HRmailbox@westdean.org.uk)

**Closing date for applications:** 16<sup>th</sup> September 2019.

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

JOB TITLE	Subject Tutor, bowed string musical instruments
DEPARTMENT/DIVISION	Education
LOCATION	West Dean College
RESPONSIBLE TO	Subject Leader and Programme Co-ordinator Musical Instruments

### MAIN PURPOSE OF THE JOB

Support the Subject Leader in the day-to-day organisation and delivery of the subject specialist and common curriculum of students attending validated and non-validated programmes of study in musical instrument making; support in the general supervision and care of the dedicated studio and equipment.

### PRIMARY RESPONSIBILITIES

- 1 Support the Subject Leader in the planning and managing of all aspects of the specialist programme/units and participate in their delivery.
- 2 Collaborate with other College staff to plan, manage and deliver curriculum related to common units of study for the Foundation Degree and other courses as required.
- 3 Participate under the direction of the Subject Leader in the development of the structure and content of the programmes for validation and review.
- 4 Ensure that the programme of study is delivered in accordance with the regulations and requirements of the College and validating body, where applicable.
- 5 Participate in the induction of associate tutors/visiting lecturers and take responsibility for the supervision of their work as required by the Subject Leader.
- 6 To participate under the direction of the Subject Leader in quality assurance processes including annual monitoring and committee work.

### Teaching

- 7 Make a significant contribution to the teaching of the specialist subject and take on the role as a year leader on the programme.
- 8 Undertake continuous professional development, engage in scholarly activity and research to help maintain currency in your teaching and other duties.
- 9 Maintain contacts with academic and professional experts in relevant fields.

- 10 Liaise with library staff to ensure acquisition of relevant reference books and trade publications related to the subject area

### **Recruitment**

- 11 Assist in the recruitment of students through involvement in marketing activities including Open Days and taking part in the interviewing process when required.

### **Student Support and Information**

- 12 At the beginning of each term/semester of ensure that students know and understand what is expected of them within the individual units of study and in relationship to their content, method of delivery, dates and method of assessment.
- 13 Assist the Subject Leader in the co-ordination of the programme intranet/VLE ensuring learning materials and timetabling information are available and up to date.
- 14 Organise and provide academic tutorial support to students
- 15 Liaise with the Library, Study Skills and Registry staff to ensure that students receive an appropriate level of pastoral care and support and ensure that appropriate action is taken where students' progress is unsatisfactory.
- 16 Liaise with the Head of Technical Resources in respect of equipment and Health & Safety issues.
- 17 Assist in the organisation and participate in external study trips where required in consultation with the Subject Leader.

### **Assessment**

- 18 Deliver effective assessment procedures and provision of student feedback in accordance with the College Assessment Policy.

### **General Administration**

- 1 Attend College and Foundation meetings as required.
- 2 Represent West Dean College at selected external events and conferences.
- 3 Ensure that relevant Health & Safety legislation is adhered to within the workshop.
- 4 Undertake all other reasonable and College-related duties as may be required from time to time.

**This job description is subject to regular review in consultation with the Subject Tutor.**

## PERSON SPECIFICATION

### Level of education & training

- A Bachelor's Degree or equivalent professional experience.
- A PGCertHE or Fellowship of the HEA.

### Details of experience

- Demonstrable experience in musical instrument making directly related to the programmes.
- Teaching and administrative experience in higher education.

### Particular skills, aptitudes and knowledge

- Excellent communication skills
- Very good interpersonal skills.
- Entrepreneurial and professional skills including working to strict deadlines.
- Competency in word processing, spreadsheets and PowerPoint

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

- Contract: Permanent
- Duties : As attached job description
- Salary : £21,000 per annum (£35,000 FTE). Payable monthly in arrears by BACS
- Hours: 3 days per week (21 hours per week)
- Holidays: 20 day holiday per year (33 days FTE) (1 October to 30 September) inclusive of Bank Holidays.
- Sickness: 10 days (pro rata) in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
- Benefits: Contributory pension scheme, cycle to work scheme, subsidised meals, free and discounted places on short courses at West Dean College.