

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title:	Lecturer in Music (Part-Time)	Grade:	Lecturer Scale Point 1 - 7
Post Number:	LC0140P	Date:	February 2019
Line Manager:	Learning and Skills Lead – Performing Arts and Media	Directorate:	Curriculum and Quality
Daily Supervision:	Learning and Skills Lead – Performing Arts and Media	School:	School of Advanced, Career and Higher Education

Job Purpose:

To provide the highest quality educational experience in Music Production across a range of programmes, covering subjects as diverse as song writing, live performance skills, sound recording and post production techniques. To contribute to the positioning of these courses as the premier local choice for students looking to develop a career in the music industry. The post is based at the Lincoln College, but may involve teaching at other centres including Newark College.

Principal Duties and Responsibilities:

1. To contribute to teaching across music related programmes including (but not limited to):-
 - University of the Arts Awarding Body level 3 Extended Diploma in Music Performance and Production
 - UAL Level 2 Diploma in Music Performance and Production
2. To contribute to the development of specialist disciplines, helping to maximise success rates and raise recruitment.
3. To promote the development of English and maths skills within programmes of study.
4. To contribute to the development of new programmes and content.
5. To liaise with awarding bodies and external examiners / verifiers.
6. To contribute to industry engagement and the development of work related learning experiences.
7. To assist with the operational and commercial development of the School.
8. To liaise with schools, parents, universities and / or employers as appropriate, to optimise student progression.

9. To contribute to the process of programmes marketing and the recruitment and selection of students.
10. To contribute to the student enrichment and work experience programmes.
11. To participate in any cross-college / working party groups as from time to time may be established.
12. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE
PERSON SPECIFICATION FORM**

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Directorate:	Curriculum and Quality	Unit/School:	School of Advanced, Career and Higher Education

No.	Requirement	Proposed Selection Method *
Knowledge		
1.	Honours degree in a Music subject.	A / I
2.	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A / I
3.	Experience in aspects of music such as performance, song writing or sound recording.	A / I
Skills/Abilities – Interpersonal		
4.	The ability to teach and manage learning across a range of music related programmes.	A / I / T
5.	The ability to communicate effectively to a wide range of people.	A / I / T
6.	Good presentation skills.	A / I / T
7.	The ability to respond to individual learning needs.	A / I / T
8.	The ability to work in a non-discriminatory manner.	A / I
Experience		
9.	Proven competence of teaching on further education music related programmes (up to level 3).	A / I
10.	Programme co-ordination and the management of quality.	A / I
11.	Personal tutorship within further education programmes.	A / I
12.	Relevant industrial or personal practitioner experience.	A / I
Work Related Circumstances		
13.	The ability and willingness to undertake relevant staff development.	A / I
Skills/Abilities – Other		
14.	Good organisational / planning skills.	A / I / T
15.	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A / I
16.	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A / I

Prepared By: Jill Maynard

Designation: Head of Creative Arts

Date: January 2019

* A = Application Form

I = Interview

T = Test