



## Job Description Subject Tutor

Last updated March 2009  
Director of Curriculum & Quality

### **Purpose:**

To be responsible for:

1. planning and preparation for teaching sessions
2. curriculum delivery in subject areas indicated on the timetable
3. formative and summative assessment of student work
4. feedback to students about their work, verbally, in written form and through the annual schedule of student reports
5. administration relating to the teaching role
6. any other duties commensurate with the role of subject tutor at the request of the Centre Manager

In addition to the above, a Subject Tutor may be required to fulfil one or more of the following roles:

- Year Tutor;
- Pathway Leader;
- Centre Manager.

Please see separate job descriptions for these roles.

### **Responsible to:**

- Year Tutor;
- Pathway Leader;
- Centre Manager.

### **Main Duties;**

#### **1. Planning and preparation for teaching sessions**

1.1 to plan, research and produce a progressive scheme of work for each taught subject which will provide opportunities for the students to achieve the learning outcomes and criteria for assessment laid down in the unit documentation. The scheme of work must:

- be in line with the overall philosophy of ATM's national programme of music training;
- include diagnostic tasks at the beginning of the programme;
- include tasks set at the correct level for the programme;
- be appropriate for the number of learners, the learning needs of the learners and to include differentiation;
- provide appropriate resources for any students with additional learning needs
- be appropriate to the available accommodation and resources;
- use an ATM Scheme of Work pro-forma;

- be completed by a deadline set by the Centre Manager at the beginning of each term and handed in.
- 1.2 A session plan must be created for each session delivered. This must use an ATM pro-forma. The resulting session plans must be completed by a deadline set by the Centre Manager and handed in
  - 1.3 to produce two pre-prepared contingency session plans which can be delivered by a substitute tutor in the event of unforeseen absence
  - 1.4 to monitor and evaluate the scheme of work and session plans and revise and improve these accordingly
  - 1.5 to provide appropriate support materials to effectively deliver the scheme of work, for example handouts, audio and visual teaching resources etc.

## **2. Curriculum delivery in subject areas indicated on the timetable**

- 2.1 to deliver the resulting scheme(s) of work and session plans for each subject taught
- 2.2 to ensure that sessions are appropriately managed in terms of accommodation, resources and the timetable
- 2.3 to set high standards in relation to punctuality, attendance, personal behaviour, quality and completion of work and assessment and to lead by example
- 2.4 to keep the Year Tutor informed about concerns over student punctuality, attendance, progress, etc.
- 2.5 to flag up any concerns about individual additional learning support needs and bring these to the attention of the Year Tutor
- 2.6 to offer guidance and support to students on the preparation, content, refinement and eventual presentation of assignment work
- 2.7 where appropriate, to assist and advise learners on the maintenance and repair of their instruments and equipment
- 2.8 to reinforce personal health and safety issues, in particular the wearing of ear protectors where appropriate
- 2.9 to obtain student feedback on the assessment process
- 2.10 to ensure that all assignments are appropriately packaged, that all evidence is linked and cross-referenced and that all work is safely stored in the programme office.

## **3. Formative and summative assessment of student work**

- 3.1 to set short term and long term deadlines for the completion of unit work
- 3.2 to ensure that deadlines are adhered to, and report late and non submissions to the Year Tutor
- 3.3 to use either the Rockscool on-line database for the recording of formative assessment comments, or indicate on the database that formative assessment is recorded through the Moodle VLE.
- 3.4 to use the Rockscool on line database for the summative assessment and grading of unit work
- 3.5 to accurately and objectively assess all student work, basing assessment decisions on guidance laid down in Access to Music and the grading criteria from the awarding body documentation
- 3.6 to assess all assignments submitted within the subject area within ten working days or over a holiday period
- 3.7 to set deadlines for any work that must be resubmitted
- 3.8 to attend the annual standardisation event run by the centre

**4. Provide constructive and informative feedback to students about their work, verbally, in written form and through the annual schedule of student reports**

4.1 to provide constructive and objective feedback with clear guidance of how work can be improved to achieve a higher grade

4.2 to provide formal written feedback of a professional standard in the form of the annual schedule of student reports

**5. Administration relating to the teaching role**

5.1 to complete a register showing student attendance for each session taught, using the registers provided, and to ensure that these are lodged in the agreed place

5.2 to complete all documentation relating to the receipt and assessment of unit work (e.g. RSL website comments);

5.3 to complete all documentation relating to student reports

5.4 to complete up to date schemes of work and session plans each academic year

**6. Any other duties commensurate with the role of subject tutor at the request of the Centre Manager**

6.1 to participate in quality assurance procedures, such as Teaching and Learning Observations, as requested by ATM

6.2 to undertake tutor training as provided by ATM in accordance with the requirements of LLUK

6.3 to participate in internal and external inspection visits, acting on any targets set in the resulting reports

6.4 to attend all training events as required by ATM

6.5 to attend staff meetings where required by the Centre Manager

6.6 to participate in the Buddy programme

6.7 to abide by A

6.8 TM policies

Skills\Knowledge	Essential/ Desirable	Method of Assessment
<ol style="list-style-type: none"> <li>1. Outstanding organisational skills and ability to self motivate.</li> <li>2. Ability to communicate at all levels and in a variety of forms appropriate to individual needs</li> <li>3. Ability to work under pressure and with minimum supervision</li> <li>4. Ability to work as a member of a team</li> <li>5. Ability to demonstrate the application of equality and diversity strategies and practice in a work setting</li> <li>6. Knowledge of the popular music industry</li> <li>7. Ability to use an range of IT systems and software including MS Office applications</li> <li>8. Ability to encourage learning through enthusiastic and stimulating teaching styles</li> </ol>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Presentation</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Experience and Qualifications</b>		
<ol style="list-style-type: none"> <li>1. Experience developing schemes of work and lesson plans</li> <li>2. Experience of working with students from a wide range of educational backgrounds</li> <li>3. Experience of assessing student work in line with awarding body guidelines.</li> <li>4. Experience of carrying out formative assessment and giving and receiving appropriate feedback.</li> <li>5. To hold, be working towards or committed to gaining a recognised teaching qualification within specified timescales.</li> <li>6. To be registered or be responsible for registration with the Institute for Learning (IFL).</li> </ol>	<p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<b>Work Related Circumstances</b>		
<ol style="list-style-type: none"> <li>1. Willing to work in accordance with company policies including, equality and diversity, health and safety policies.</li> <li>2. Willing to work flexibly with terms and conditions including evenings and weekends where required.</li> </ol>	<p>E</p> <p>E</p>	<p>Application/Interview</p> <p>Application/Interview</p>