

## Job Description

<b>Job Title:</b>	Lecturer	<b>Closing date:</b>	13 <sup>th</sup> April 2021
<b>Salary range:</b>	£19,305-£20,411 FTE	<b>Interview date:</b>	w/c 19 <sup>th</sup> April 2021
<b>Mode:</b>	Permanent, hours may vary (see note)	<b>Start date:</b>	3 <sup>rd</sup> May 2021

### Purpose

Nexus ICA is looking to appoint a creative, highly skilled and dedicated musician to further develop, contribute to, and lead live performance modules across a range of courses and levels of study. You will have proven expertise in contemporary popular music performance and will be able to evidence how this both supports and inspires students to raise their expectations of achievement. You will also have a proven track record of teaching popular music, though knowledge of other musical styles may be advantageous.

This role will also involve leading a Personal Tutor group from September 2021, supporting a group of students pastorally through a wide range of personal circumstances. You will be their first point of contact for any concerns, and meet with them regularly to ensure their wellbeing is maintained throughout their studies.

**Note: Depending on your musical specialism there may be scope to take on additional teaching responsibilities.** The minimum hours offered for performance modules and leading a Personal Tutor group are 15 hours per week, but this can be increased based on the merits of each applicant.

Existing within a Christian faith-based context, the successful applicant will evidence through knowledge and understanding of how popular music functions within the field of Christian worship. Due to the nature of this role as a Personal Tutor, you will need to be part of the Christian faith and understand that the values of our faith inform and give reason to our life and work here.

### Effective Communication and Team Development

- To facilitate students' learning through lectures, tutorials and seminars.
- To produce high quality teaching and learning material to support and develop student learning.
- To contribute to the writing of course validation documents as required.
- To collaborate with academic colleagues on course development and curriculum changes, undertaking peer mentoring and review of colleagues.
- To work with others to develop ideas for generating income and promoting the subject.

### Commitment to Excellence

- To enhance the quality of teaching across the delivery of the Course.

- To seek ways of improving performance by reflecting on teaching design and delivery and by obtaining and analysing peer observation feedback, student feedback, and external examiner feedback to maintain high quality learning and teaching.
- To commit to engaging with further training as appropriate to your role, demonstrating good patterns in the area of study.

## Effective Decision Making

- In the context of the role-holder's teaching duties, to make independent decisions on the content of individual learning activities and marking for student assessment purposes, and to work with colleagues where necessary.
- To sit on student selection panels and interview process as required.
- To make collaborative decisions with the Course Team on the content of taught sessions.

## Planning, Time Management and Organisation

- To plan and manage own teaching and tutorials as agreed with module leader.
- To take responsibility for the successful administrative oversight of your area of expertise, including tutorials, ensuring materials are produced in a timely fashion, registers taken, and assessments are outworked in a timely and professional manner according to Nexus ICA's standards.
- To ensure personal standards of punctuality and reliability.

## Pastoral Care and Student Wellbeing

- To deal with sensitive issues concerning students and provide support within the designated structure of pastoral care at Nexus ICA.
- To deal with problems that may hinder a students' academic and personal progress.
- To have a working knowledge of the support that is available to students and direct where appropriate.
- To act as a Personal Tutor which will include leading a tutor group covering material relating to the Christian faith.

## Teaching and Learning

- Commitment to Nexus ICA's holistic approach to learning.
- To develop and design course content and materials on a long-term basis, ensuring compliance with any quality standards and regulations.
- Develop and research own teaching materials, methods and approaches with guidance and ensure that content, methods of delivery and learning materials meet defined learning objectives.
- To conduct seminars and tutorials, introducing new methods of delivery where required, and to supervise students at all levels across the breadth and depth of the subject area.

- To assess students' overall performance, through setting and marking work, practical sessions, supervisions, fieldwork and examinations and providing appropriate feedback to students.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise the work of students, provide advice on study skills and help them with learning problems.
- To make a significant contribution to extra-curricular activities that form a part of the student experience.

## Module Leadership

### Curriculum and teaching

- Planning curriculum in line with expectations and requirements of Nexus ICA and UWL and in reference to QAA subject benchmark standards
- Oversee development of lesson plans to facilitate delivery by other tutors
- Delivery of lessons or oversight of teaching team who deliver
- Responsible for staff training and teaching team meetings where appropriate. Ensuring the quality of teaching through observations, staff meetings and setting out requirements for teaching.
- Ensuring all documentation relating to the module is kept up to date
- Ensuring any changes in curriculum or staff have been communicated to the course leader by the appropriate deadlines
- Writing or overseeing the writing of iBooks relating to the module. Ensuring information is up to date and relevant to students.
- Responding effectively to feedback from students and external examiners

### Assessments, Exams and Marking

- Responsible for setting appropriate assessment for the module in conjunction with the Course Leader
- Working with the Course Leader to establish any necessary arrangements in the area of student support
- Production of assignment briefs for all assessment elements for the module.
- Working with the Course Administrator to plan dates for assessments and release of the dates to students
- Working with the Course Administrator to ensure adequate space and time for assessments are allocated to students
- Oversight of preparation for assessments including extra sessions or tutorials if necessary
- Oversight of marking, marking procedures and maintaining quality control within the stated protocols of Nexus ICA. Ensuring marking is completed by agreed deadline. All or

some assessments should be marked by Module Leader to ensure quality control across the module

- Organising Moderation with Course Leader
- A good working knowledge of any software systems that Nexus ICA employs for use in marking
- Working with Course Administrator to ensure assessments and exams are marked and moderated or second marked in good time
- Following up on any late or non-submissions with students, in conjunction with Course Administrator
- Overseeing resits or retakes in conjunction with the Course Leader and Course Administrator
- Attendance (where required) at UWL assessment boards to represent the module and account for module results

## Meetings and Reporting

- Attending Course Leaders meetings as required by the Course Leader
- Providing a Module Report at the end of each Semester including identifying and implementing improvements to the module for the subsequent academic year
- Completing the relevant UWL regulatory documentation to accompany any changes to the module.
- Attending any other meetings where ML input is required

## Knowledge and Experience

### Qualifications

#### Essential

- Degree in a related subject

#### Desirable

- Masters qualification or working towards

### Experience

- Experience of teaching popular music within an educational environment, preferably Higher Education
- Being an active musician in the world of popular music

### Skills/Attributes

- An ability to support students both academically and pastorally
- Strong organisational and administrative skills and excellent time management
- An ability to work as part of a team