

Role: Level 3 BTEC National Diploma in Music Technology Course Leader

Hours of work: 4 days per week

Reports to: Senior Manager

Remuneration: £32064 (pro rata)

The Level 3 Course Leader has the ultimate responsibility for making sure that all students are engaging fully in the Level 3 BTEC National Diploma in Music Technology course and achieving to expected standards. The successful applicant will lead a small team of tutors and engage with students and tutors on a daily basis.

The postholder will broadly be required to:

- Teach units in the Level 3 BTEC National Diploma in Music Technology course.
- Coordinate and manage all activities associated with the Level 3 National Diploma in Music Technology.
- Ensure consistent, high-quality teaching and learning on the programme.
- Maintain close liaison with key education partners to ensure all academic requirements are met.
- Review and develop teaching and learning methods and strategies for the enhancement of quality and student engagement and achievement.
- Work closely and collaboratively with the wider Higher Rhythm team to secure the successful delivery of all course key performance indicators.

Main Duties

- Lead on curriculum delivery
- Manage and coordinate other Level 3 tutors.
- Maintain oversight of the course curriculum content and materials, ensuring all content is accurate, up-to-date and available, providing suggestions for improvement as appropriate.
- Ensure adherence and timely reporting of performance against targets as required.
- Monitor programme delivery to ensure the highest standards of teaching and learning are maintained.
- Help create and implement the timetable for Level 3 programme activities.
- Oversee and manage internal and external assessment processes, including scheduling, creation and review of assignment briefs, assessment feedback, marking moderation and re-sits.
- Be responsible for arranging cover tutors when required.
- Attend and help coordinate recruitment activities for Level 3
- Carry out all requirements associated with the annual monitoring process, including coordinating feedback, partnership information returns, data management, etc.

- Work with Safeguarding Lead and SENCO to monitor attendance and address any issues that may arise.
- Work with Safeguarding Lead and SENCO to support learners with additional learning support needs or disabilities.
- Work with the appointed Standards Verifier to coordinate work samples required for review in line with Pearson guidance.
- Assist with general office-related tasks to support administrative processes as necessary.
- Assist with various Higher Rhythm events and activities as required.

Person Specification

- At least 2 years' experience within education management roles.
- A teaching qualification (PGCE, DTTLs, CertEd or equivalent)
- Experience in the use and development of VLEs.
- Friendly disposition with excellent interpersonal skills.
- Highly organised and able to implement processes and procedures.
- Great communication, grammar and proofing skills.
- Ability to work from own initiative.
- Great attention to detail.
- Reliable with excellent timekeeping and time management.
- Knowledge and interest in music, preferably as an active musician.

To apply for this position, please send your CV and cover letter (no longer than one side of A4) explaining your interest and suitability for the role to mail@higherrhythm.co.uk

The deadline for applications is 5.00 pm Monday 7th August.

In-person interviews will be held on Friday, 11th August, on-site at Higher Rhythm, 53 – 57 Nether Hall Road, DN1 2PG, between 10.00 am-4.00 pm.