# JOB DESCRIPTION

**Job Title:** **Singing Tutor**

**Location:** **The Sixth Form College Farnborough**

## Job Purpose

All staff are expected to contribute to the achievement of the single corporate objective of the College – Improving Students' Achievements – and to the achievement of the College Mission:

*"to be a distinguished provider of the highest quality education, enriching the lives of students within a lively, caring community and enabling all to develop the skills to meet the demands of a changing world with confidence".*

In particular, staff are expected to value the contribution of individuals, and to promote positive self-esteem and equality of opportunity in all aspects of their work. Students should expect to enjoy their learning and be encouraged to develop an enthusiasm for their instrument/voice, leading to an ability to become independent learners.

### A Teaching and the Promotion of Learning

**Instrumental/Vocal Tutors are required to be familiar with and to uphold the commitments described in the College Charter. In particular, Instrumental Tutors are required to:**

1. establish good relationships which promote the achievement of learning;
2. set the learning in the context of what has gone before and make it clear what it is intended to achieve;
3. seek to ensure the interests of students are engaged and sustained;
4. choose a variety of teaching and learning approaches which are appropriate for the instrument and student;
5. reinforce learning through the use of teaching and learning aids;
6. display sound knowledge and understanding of their subject area;
7. be committed to providing information or instructions clearly, at a pace and level which meets the needs of all students, regardless of age, race, ethnicity, nationality, disability, sexual orientation or religion;
8. check regularly that learning has been achieved;
9. prepare students for performances, examinations, concerts and auditions.

### B Monitoring and reporting student progress and achievement

**Instrumental/Vocal Tutors are required to:**

1. assess, record and report as required on the development, progress and attainment of students;
2. maintain accurate records of class attendance using the College MIS (CRISTAL) and their relevant Google Sheet timetables.

**C Contributing to the overall management of the College**

**Instrumental/Vocal Tutors are required to:**

1. work in cooperation with staff throughout the College, particularly with the staff of the Music Department;
2. plan, deliver and assess as appropriate each student they teach;
3. participate in appropriate in-service training opportunities for professional development;
4. observe the College no-smoking policy;
5. undertake such other duties as may be reasonably required of an Instrumental Tutor at College.

**Singing Tutor: Person Specification**

| **Quality/skill sought** | **Refs to job description** | **Essential/ Desirable** |
|---|---|---|
| Degree in related subject discipline; secure knowledge and understanding of classical singing | A6 | Essential |
| Music degree (or equivalent) | A4 | Desirable |
| Relevant teaching qualification | A4 | Desirable |
| Enthusiasm for teaching classical music | A3 | Essential |
| Ability to teach to and accompany students of beginner, intermediate and advanced levels | A6, A7 and C2 | Essential |
| Experience of teaching in a sixth form/higher education setting | A4 | Desirable |
| Recent experience of teaching subject to an exceptionally high level of technical and musical proficiency; evidence of dynamic and innovative practice | A4 | Essential |
| Ability to engage with students, inspiring learning and promoting success | A1, A3 and A7 | Essential |
| Competence in the use of IT such as Google apps | A5 | Desirable |
| Ability to use initiative and to solve problems | A4 and C2 | Essential |
| Willingness to share ideas and develop resources cooperatively | C1 | Essential |
| Ability to be adaptable and flexible | A3, A4 and C2 | Essential |
| Effective interpersonal and communication skills | A1 and C1 | Essential |
| Good awareness of equality and diversity issues | A7 | Essential |
| Commitment to continuing professional development | C1 and C3 | Essential |
| Experience of examining | A6 | Desirable |
| DBS check | | Essential |