

JOB DESCRIPTION

Job title:	Instrument Tutor
Grade:	This post has been evaluated at Grade 5
Responsible to:	Head of Music
Date:	October 2014

Job purpose

To provide supplementary teaching, often closely related to their artistic practice and to the work of the Department. To provide detailed instruction and guidance to music students to support the development of both technique and musicianship to support the realisation of their practice.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main duties and responsibilities

1. Being actively engaged in teaching and learning.
2. Undertaking associated duties such as administration duties, specifically effective communication and organisation between staff and students.
3. Supporting the University connections with professional practice.
4. Development of techniques in distinct specialisms.
5. Provide high quality feedback to students and the University in verbal or written form in order to support further learning.

General duties and responsibilities

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the annual Performance Development Review process.
4. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
7. To be responsible for your own continuing self-development.
8. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

Health & safety requirements

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Instrument Tutor

Attributes	Essential requirements	Desirable requirements
Education and qualifications	MA, PhD, or equivalent professional practice.	
Experience and knowledge	Substantial experience in a relevant area of musical practice Significant experience of relevant artistic, professional and/or academic practice Experience of delivering high quality instrumental tuition and supporting student learning, ideally within a Higher Education environment	
Skills and personal requirements	Well developed communication and interpersonal skills, including tact, diplomacy and sensitivity. Commitment to contemporary arts and interdisciplinary practices. Enthusiasm for supporting the artistic, technical and professional development of students	