

Job Description: Live Sound Engineering Tutor

Spirit Studios is an independent Higher Education provider specialising in Music Production, with subjects spanning live engineering, sound design, music production, electronic music and music business.

Title of the Post: Tutor

Location: 65-69 Downing Street, Manchester, M1 7JE

Responsible to: Curriculum and Quality Manager / Director

Responsible for: Preparing and delivering lessons.

Main Contacts: Course Administrator, Welfare Officer, Head of technology, Marketing Manager, Admissions & Recruitment, Student Attendance & Support.

Pay Scale: Subcontractor

Key Tasks and Responsibilities:

- Plan and deliver lessons in a manner that is informative and engaging
- Populate Google Classroom with a session plan, class resources and supplementary resources for each session.
- Create / locate learning resources as required
- Set up slots for one to one appointments and share them with students
- Host one-one appointments as required
- Enter attendance information
- Coordinate with the Curriculum and Quality Manager and Director to develop innovative approaches to delivery.
- Coordinate with Admin and Student Support to deal with continued absences and / or other student welfare issues .
- Represent and actively promote Spirit Studios at internal or external events as required.
- To coordinate with the Marketing Manager to assist with effective and accurate marketing of courses and any digital content.

- Coordinate with the Head of Technology and their staff to assist in resources for delivery of the curriculum area.
- Undertake any other duties that may be reasonably required, commensurate with the scope of the post and agreed with the Curriculum and Quality Manager.

Minimum Essential Requirements

- Must be currently active in the industry with at least three years experience.
- Proven organisational ability and experience
- Experience of quality assurance procedures to ensure continuous improvements in course performance
- A commitment to undertake training or deliver training as required.

Desirable Abilities

- A level 6 qualification
- Teaching experience at level 3 or above
- Experience of Google Classroom and other learning platforms

Please note all tutors are required to undergo basic safeguarding and prevent training. The company will pay for this if necessary. Tutors also need to be DBS checked. If you do not have a DBS certificate that was issued within the last 3 years, you will need to get a new one. The company will reimburse you for this.

Equal opportunities

Spirit Studios is committed to equality and diversity, and welcomes applications from all sectors of the community.

No job description can be comprehensive or capable of providing for changes in educational demands or the policy environment. The duties above should, therefore, be read as indicating the broad expectations of the post and do not imply that other duties reasonably commensurate with the scope of the post may not be required from time to time. The duties of the post will also develop and change over time and this job description may not be used as the basis for refusing to accept changes which are, in all the circumstances, reasonable.

How to apply

Please send a covering letter and CV to Spirit Studios Director Ian Hu
ian.hu@spirtstudios.ac.uk

The post will not commence until late May 23 but we are keen to appoint someone well in advance.