

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMME LEADER: BMus Full-Time, Permanent

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PROGRAMME LEADER: BMus

Contract: Full Time (1.0 FTE), permanent

Salary: £44,510 - £52,394 p.a., Including LWA

The Faculty of Music accounts for over 700 of the higher education (HE) students within Trinity Laban and delivers programmes of study for students from pre-degree to doctoral levels through an innovative combination of practical and academic studies through which it seeks to impart in its students the skills needed for a dynamic and sustainable career in the music profession.

Integral to the Faculty of Music are the Programme Leaders who are responsible for the leadership and effective and efficient delivery of specified Programmes. They are charged with creating a learning environment of excellence and contemporary relevance that offers students every opportunity to develop their potential and professional competence and confidence. In doing this, the Programme Leader is recognised and respected within relevant areas of the music profession so that strong links and networks can be maintained for the benefit of the Programme and its students.

In conjunction with the Assistant Director of Music and Head of Programmes, they are responsible for providing leadership in all aspects of learning, teaching, assessment and quality assurance associated with the Programme, its Modules/Components and teaching staff. They take responsibility for the student experience in relation to all 'academic' elements of the Programme, management of resources associated with the Programme, and play a significant role in contributing to the definition of the character and approach to learning delivery of the Faculty of Music as a whole.

The Faculty of Music seeks to appoint a suitably qualified Programme Leader for our outstanding BMus programme. Further details regarding the programmes can be found at: <https://www.trinitylaban.ac.uk/study/music/bmus-hons>

You will have proven higher music education teaching experience, experience in leading/developing programmes/modules/components, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload, within a highly creative environment.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

As this is an academic position we encourage you to upload a cover letter and CV under 'Additional Information' section within the online application form.

Closing Date: Monday 1 April 2019 at 23.59 hours GMT

First Interview Date: 24 April 2019

Second Interview Date: 01 May 2019

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Sangeetha Kurup, People Services Officer on 0208 305 9475.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Programme Leader: BMus
Department:	Faculty of Music
Reporting to:	Assistant Director of Music (Programmes)
Grade:	Grade 8
Contract:	Full-Time, permanent

PROGRAMME LEADER: SUMMARY MAIN DUTIES AND RESPONSIBILITIES

- Leading the development of Programme content and managing operationally
- Maintaining and enhancing quality and standards associated with the Programme
- Advising and supporting Programme staff and students
- Implementing specified Trinity Laban Quality and Learning Enhancement initiatives

Leadership of the programme

- To lead all aspects of the relevant Programme ensuring consistency with Trinity Laban's mission, strategic aims, and policies as well as the stated aims and objectives of the Programme and the standards set for student achievement.
- To facilitate the development of the Programme in relation to its stated aims and objectives and the demands of degree studies in the specified area(s) of the music profession.
- To manage the Programme Team responsible for the delivery of the programme in relation to academic and other matters.

Programme Management and Co-ordination

- To co-ordinate with the Assistant Director of Music and Head of Programmes and Director of Music over matters of programme design, delivery, assessment and quality management.
- To ensure that admissions, induction, teaching, learning, and assessment and feedback practices are consistent with best practice in higher education as well as well-balanced, up-to-date and vocationally relevant, liaising with Registry and Learning Enhancement colleagues on the implementation of appropriate procedures or policies in respect of the Programme.
- To lead programme development, reviewing Programmes as necessary in relation to artistic, academic, institutional and validation requirements, updating as required Programme level description(s), and overseeing the updating of all individual Module descriptions and associated Module Handbooks/Guides/Moodle pages by Module Leaders (ensuring that all elements of these including assessment ration-ales/tasks, indicative resource lists, etc. are fully updated annually).
- To facilitate the effective quality assurance and continual enhancement of the programme, including monitoring and evaluating student and staff feedback, completing annual and periodic programme review documentation, and liaising with, briefing and responding to External Examiners and, if appropriate, Specialist Advisors as required.
- To contribute to strategic and operational planning in Music and within the institution as a whole, attending a range of committees and meetings as required.

Staff

- Briefing, advising and supporting Module (and where appropriate Component) Leaders and other teaching and support staff associated with the Programme;
- Liaising with support staff who contribute to provision at the associated level(s) of study (e.g. Library, Learning Enhancement, Disability & Learning Support, English Language, etc.);
- To be available to guide and advise students on matters relating to their personal development, careers and assessment results, to participate in disciplinary or review processes as appropriate and – in all appropriate cases – to refer students to the relevant institutional support structures.

Assessments

- Agree with the Assistant Director of Music and Head of Programmes any changes to the annual schedule of assessments associated with the Programme and monitor the procedures for assessment as agreed;
- Oversee provision of Programme assessment information and deadlines by acting on information supplied by the Registry, including monitoring the timeliness of distribution of assignments sheets, assessment feedback and results to students via Moodle (ensuring that results and reports are distributed by the date published on the assessment schedule in accordance with the 21-day rule), and the completion of mark sheets by Module/Component Leaders;
- Oversee arrangements for marking/sampling, acting as arbitrator in any cases of disagreement and facilitating reciprocal agreements for sampling which enable the optimisation of the staff team across the Programme;

Monitoring and evaluation

- On an annual basis, and in association with the Trinity Laban Registry and Learning Enhancement team, to monitor the quality of Moodle-based information associated with each individual Module within the Programme, providing guidance to Module, and as necessary Component, Leaders.
- On an ongoing basis to monitor (through sampling) the quality of assessment feedback, ensuring that such feedback is consistent and appropriate, and to report good practice and address and/or notify any concerns to the Assistant Director of Music & Head of Programmes.
- On an annual basis, to complete in full the Annual Programme Evaluation template for use by the relevant Programme Committee and/or other Institutional Board/Committee.

Student Recruitment and Support

- To pursue an active policy of national and international student recruitment in liaison with relevant colleagues and departments, assisting the Director of Music, Assistant Director of Music & Head of Programmes, Head of Marketing and Communications (or their deputy) and Head of International Relations (or their deputy) in relation to recruitment and publicity
- To ensure that there are effective channels of communication in place for students to freely and confidently articulate their views, to enable the promotion of continuous re-view and quality enhancement
- To be available to guide and advise all relevant programme students on matters relating to their personal development, careers and assessment results, to participate in

disciplinary or review processes as appropriate and – in all appropriate cases – to refer students to the relevant institutional support structures

Administration

You will:

- Contribute to the administrative process of the Faculty, and as appropriate, of the wider Conservatoire;
- Participate in, and make an active contribution to, relevant Faculty groups and committees including Programme Committees, Programme and team meetings, etc.;
- Exercise initiative within assigned tasks and execute tasks within a timely manner;
- Organise your own work effectively, prioritising as appropriate;
- Undertake more demanding responsibilities as appropriate;
- Provide written and/or verbal references for students as required.

The post holder must:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible;

Conservatoire values:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
http://www.trinitylaban.ac.uk/sites/default/files/strategic_plan_14_final_hi.pdf

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

PERSON SPECIFICATION PROGRAMME LEADER (BMUS)

Criteria	Specification	E/D	Measured by
Education/ Qualifications	PhD or equivalent qualification	Desirable	Application
	Masters qualification	Essential	Application
	HE Teaching Qualification or other equivalent accreditation	Desirable	Application
Experience	Programme Leadership within a higher music education context	Essential	Application & Interview
	Versatile and creative music educator, with experience of music teaching and/or examining at a range of levels and/or in a range of environments within the Higher Education sector / at HE levels 4-7	Essential	Application & Interview
	Active research profile in a relevant/related area/discipline (practice, pedagogy, musicology, etc.)	Desirable	Application
	Prior experience of research degree supervision (PhD or other relevant Level 8 qualification)	Desirable	Application
	Established and current academic and/or professional performance/composition profile	Essential	Application & Interview
	Demonstrable interest in curriculum development and knowledge of enhancement-led approaches to teaching delivery	Essential	Interview & Presentation
	Knowledge of standard processes and expectations of the higher education sector, including matters relating to learning and teaching, quality assurance and the facilitation of student-centred learning	Essential	Interview & Presentation
Skills and Abilities	Ability to utilise a range of IT systems/resources confidently and to good effect in relation to communication and in support of pedagogy	Essential	Application & Presentation
	Ability to plan and deliver coherent and appropriate programmes of learning at a range of levels (undergraduate and postgraduate), including relevant formative and summative assessment activities	Essential	Interview & Presentation
	Ability to evidence a research-informed approach to teaching	Desirable	Interview & Presentation
	Excellent communication skills (written and oral), including ability to operate as part of a team through consultation, co-operation and evidencing mutual professional respect	Essential	Application & Interview
	Ability to establish and maintain effective relationships at all levels and in particular to inspire and motivate students	Essential	Interview & Presentation
Personal Qualities	Self-motivated, systematic and flexible worker, able to use time efficiently, meet priorities and deadlines and act on their own initiative when necessary	Essential	Interview
	Evident record of relevant professional development and commitment to a continuing professional development profile	Essential	Application & Interview

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, full-time, (35 hours, 1.0 FTE) subject to a one academic year probationary period.
Hours:	35 hours per week. Flexible working including regular evening and occasional weekend work is required.
Location:	You will be based at the Faculty of Music's building, King Charles Court, Old Royal Naval College, Greenwich, but you may also be required to work at the Laban Building, Faculty of Dance.
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 8, Incremental Points 37 - 43 £44,510 - £52,394 p.a., (Including LWA). , inclusive of a London Weighting Allowance. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	40 days pro rata in addition to Statutory, Bank and Public Holidays.
Pension Schemes:	The successful candidates will be auto-enrolled in to The Teachers' Pension Scheme (TPS). Employee contributions are dependent on their monthly salary. The Conservatoire currently pays the Employers contribution at the rate of 16.48% of pensionable salary.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Professional Development:	An annual allocation of 20 days/140 hours (Pro-rata for part time staff) is attributed to all staff on academic contracts, in relation to which a range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our recently refurbished Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
Classes:	Reduced rates access to most Adult & Children's Classes.
Events:	There are a wide range of music and dance performances each week, most of which are free to members of staff.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Trinity Laban Health Department.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk