

# JOB DESCRIPTION

Job Title:	Lecturer
Department:	School of Music and Education – Film Music
Grade:	7

## SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To teach and co-ordinate modules as agreed with the Academic Manager or Curriculum Co-ordinator
2. To undertake all teaching related administration in a timely manner
3. Participate in course development and curriculum enhancement initiatives

## REPORTS TO:

Academic Manager/Deputy Head

## STAFF RESPONSIBILITIES FOR:

None

## DUTIES:

*The role-holder will:*

1. Deliver modules and undertake teaching, assessment setting and marking as agreed with the line manager or Curriculum Coordinator.
2. Undertake all teaching related administration in a timely manner, including the timely return of module marks and feedback.
3. Participate in course development and curriculum enhancement initiatives.
4. Undertake appropriate research and/or professional practice and scholarly activity.
5. Attend appropriate Course Team meetings and Assessment Boards.
6. Contribute to monitoring and evaluation processes within the department.
7. Comply with all conservatoire policies and procedures.
8. Participate in any staff development activities required to carry out the duties of the role effectively, and in the conservatoire Appraisal Scheme.

9. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

## NOTES:

1. *Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*

GENERAL TERMS AND CONDITIONS OF POST	
<b>Duration of Role:</b>	Permanent
<b>Working Hours:</b>	TBC
<b>Salary:</b>	Grade 7
<b>Notice Period:</b>	2 months
<b>Probation Period</b>	10 Months
<b>Pension Scheme:</b>	WYPF or Peoples Pension
<b>Special Conditions of the Post:</b>	N/A
APPROVAL OF JOB DESCRIPTION - LC	
<b>Compiled By:</b>	Dale Perkins
<b>Compilation Date:</b>	2024