

# Job Description

<b>Job Title:</b>	Leeds Junior Conservatoire Cover Tutor
<b>Department:</b>	Leeds Junior Conservatoire
<b>Grade:</b>	6-7

## SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To undertake teaching and assessment as agreed with the manager of department
2. To undertake all teaching related administration in a timely manner
3. To contribute to monitoring and evaluation processes within the department
4. To continuously monitor student progression within the class and to provide effective feedback to students as necessary.

## REPORTS TO:

Leeds Junior Conservatoire Manager

## STAFF RESPONSIBILITIES FOR:

None

## DUTIES:

1. To undertake teaching and assessment as agreed with the manager of department
2. To undertake all teaching related administration in a timely manner
3. To contribute to monitoring and evaluation processes within the department
4. To continuously monitor student progression within the class and to provide effective feedback to students as necessary
5. Participate in LJC development and curriculum enhancement initiatives
6. To comply with all conservatoire policies and procedures
7. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the conservatoire appraisal scheme
8. Any other duties commensurate with the level of the post, which may be required from time to time

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## 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 job description will be supplemented on a regular basis by individual objectives derived from Conservatoire strategies.

<b>GENERAL TERMS AND CONDITIONS OF POST</b>	
<b>Duration of Post:</b>	Permanent
<b>Working Hours:</b>	Zero-Hours
<b>Probation Period:</b>	10 Months
<b>Notice Period:</b>	Two Months
<b>Pension Scheme:</b>	Eligible to join the West Yorkshire Pension Scheme or The Peoples Pension
<b>Special Conditions of the Post:</b>	Available to work Saturdays during term time. Offer of employment will be made subject to a satisfactory DBS disclosure.
<b>APPROVAL OF JOB DESCRIPTION - LC</b>	
<b>Compiled By:</b>	Jenny Hoy/ Karen Gourlay/Dan Brunskill
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