

JOB DESCRIPTION

Job Title:	Part Time Lecturer and Module Co-ordinator, Pedagogy module (BA Voice)
Department:	Popular Music and Voice
Grade:	7

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Responsible for the planning and delivery of lectures and seminars on the Pedagogy module as part of the BA Voice (Performance & Pedagogy) course, within the Department of Popular Music and Voice
2. Responsible for the overall module planning and delivery, including all aspects of the assessment process
3. Assisting and facilitating student placements and other external events relevant to the module
4. Acting as a member of any assessment panels of live assessments work as well as assessing any relevant student work submitted via the VLE
5. Working closely with the Academic Managers in the Department of Popular Music and Voice to develop the voice provision
6. Representing the discipline of voice in the development of departmental strategies and curriculum

REPORTS TO:

Academic Manager, School of Popular Music and Voice

STAFF RESPONSIBILITIES FOR:

None

DUTIES:

1. *The role-holder will:* Deliver teaching at undergraduate level, as agreed annually with the Academic Manager

2. Work with TEL, AV, facilities, student administration and examination areas as necessary to ensure an exceptional student experience
3. To attend planning meetings with the Academic Manager and other BA Voice Lecturers, to ensure quality content and clear channels of communication across the department
4. To facilitate student assessment and provide feedback to a range of student work in line with Conservatoire guidelines
5. Work with Marketing & Recruitment, to undertake student recruitment and marketing activities as defined by department heads.
6. Represent the Conservatoire internally and externally when required (e.g. showcases, graduation, productions and recruitment events).
7. To take part in staff development events in order to share good practice in your specialist area. 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. To comply with all Conservatoire policies and procedures.

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

1. Auditions, Open Days and any other activities without contracted hours would be paid additionally in agreement with the Academic Manager
2. 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 new Conservatoire strategies.
3. Where an applicant is, or becomes, disabled (as defined by the Equality Act) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

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 College of Music reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*
2. *Where an applicant is, or becomes, disabled (as defined by the Equality Act 2010) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the role description wherever possible.*

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Part Time, Permanent
Working Hours:	Up to 3.5 hours teaching per week in term time Module co-ordination hours approx. 20 hours total per academic year depending on individual workload agreement Some duties taking place outside of teaching term, hours variable
Salary:	Grade 7
Notice Period:	2 months

Probation Period	10 Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
Special Conditions of the Post:	Required to participate in occasional evening/weekend events as necessary. Completion of an Enhanced DBS check
APPROVAL OF JOB DESCRIPTION	
Compiled By:	Kari Bleivik
Compilation Date:	22/05/2025