

PERSON SPECIFICATION

Job Title:	Part Time Lecturer BA (Hons) Music (Songwriting)
Department:	School of Popular Music & Voice
Summary of Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for the planning and delivery of one to one and /or group lessons with students on the BA (Hons) Music (Songwriting) programme and within the Department of Popular Music and Voice 2. Delivering other specialist teaching in songwriting and songwriting related subjects and extra-curricular events where relevant 3. Assisting and facilitating student performances and events 4. Acting as a member of Songwriting assessment panels 5. Working closely with the Academic Managers in the Department of Popular Music and Voice to develop the Songwriting provision 6. Representing the discipline of Songwriting in the development of departmental strategies and curriculum

Key

E = Essential Criteria for Post
 D = Desirable Criteria for Post
 ✓ = Use in how measured

A = Application Form
 I = Interview
 R = Reference
 T = Test
 C = Certificate/Documentary Evidence

	E/D	HOW MEASURED				
		A	I	R	T	C
QUALIFICATIONS AND ATTAINMENTS						
1 Honours degree in relevant discipline	E	✓				✓
2 Postgraduate Qualification in relevant discipline	D	✓				✓
3 Qualification, research experience and/or professional experience of songwriting	E	✓	✓			✓
4 HE teaching qualification	D	✓				✓
EXPERIENCE AND KNOWLEDGE						
5 Experience of working as a professional songwriter	E	✓	✓			
6 A current knowledge of songwriting research	D		✓			
7 Comprehensive knowledge of songwriting pedagogy, methodology and theory	E	✓	✓		✓	
8 Experience of teaching at HE level	D	✓				
9 Evidence of teaching excellence in subject specialism	D		✓		✓	
10 Understanding of the music industry with specific reference to songwriting	E		✓			

	E/D	HOW MEASURED				
		A	I	R	T	C
SKILLS AND COMPETENCIES						
11 High standard of Communication skills	E	✓	✓		✓	
12 High Standard of organisational and administrative skills	E	✓				
13 Ability to engage, motivate and inspire students	E		✓		✓	
14 Ability to collaborate and work effectively with colleagues from a range of departments	E		✓			
15 Knowledge and experience of using a broad range of subject specific technologies and using technology to enhance learning	E	✓	✓			
VALUES AND ETHOS						
16 Commitment to an understanding and promotion of the Conservatoire's vision and ethos	E	✓	✓			
17 Commitment to working consistently to embed and promote EDI as part of the role	E		✓		✓	
18 Commitment to Conservatoire guidelines on Safeguarding	E		✓			
WORK CIRCUMSTANCES						
19 Ability to use flexible methodologies for working with students in a variety of ways	E	✓	✓		✓	
20 Ability to participate in occasional evening/weekend/ non term time events as required	D		✓			

APPROVAL OF PERSON SPECIFICATION - LC	
Compiled by:	Head of Popular Music and Voice
Compilation date:	9 th June 2025