

# PERSON SPECIFICATION

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

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
<b>QUALIFICATIONS AND ATTAINMENTS</b>						
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	✓				✓
<b>EXPERIENCE AND KNOWLEDGE</b>						
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
<b>SKILLS AND COMPETENCIES</b>						
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	✓	✓			
<b>VALUES AND ETHOS</b>						
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		✓			
<b>WORK CIRCUMSTANCES</b>						
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		✓			

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