

JOB DESCRIPTION

Job Title:	Leeds Junior Conservatoire Tutor
Department:	Leeds Junior Conservatoire
Grade:	6 - 7

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To undertake teaching and co-ordination of classes as agreed with head 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 support student development by providing high-quality feedback, pastoral care and professional guidance in alignment with the Conservatoire's educational values.
5. Participate in course development and curriculum enhancement initiatives.

REPORTS TO:

Leeds Junior Conservatoire Manager

STAFF RESPONSIBILITIES FOR:

None

DUTIES:

The role holder will:

1. Deliver inclusive, engaging and inspiring teaching and assessment for students aged 11-18 as agreed with the head of department.
2. Support students to develop their creative, technical and collaborative skills, knowledge and behaviours.
3. To undertake all teaching related administration in a timely manner.
4. To contribute to monitoring and evaluation processes within the department.

5. To support student development by providing high-quality feedback, pastoral care and professional guidance in alignment with the Conservatoire's educational values.
6. Participate in LJC development and curriculum enhancement initiatives.
7. Contribute to the Conservatoire's broader artistic and academic community, including student recruitment, open days, and performance events.
8. To comply with all conservatoire policies and procedures
9. 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
10. Any other 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 College of Music 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	
Duration of Post:	Permanent
Working Hours:	Four hours – Saturdays (term time only – 30 weeks per year)
Salary:	Grade 6 or Grade 7 dependent on qualifications and experience
Notice Period:	Two Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Scheme or The Peoples Pension
Special Conditions of the Post:	Available to work Saturdays during term time. Offer of employment will be made subject to a satisfactory DBS disclosure.
APPROVAL OF JOB DESCRIPTION - LC	
Compiled By:	Caroline Hallam
Compilation Date:	14 October 2026