

Organisation:	Leeds Conservatoire
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Deputy Head of Department
Job Title:	Deputy Head of School of Music and Education
Reports to:	Head of Department
Grade	Leeds Conservatoire Grade 9
Date of compilation:	October 2026

ROLE PURPOSE:

The Deputy Head of Department is responsible for maintaining the academic programme portfolio, supporting the Head of Department in the implementation of institutional priorities through the alignment of their specialism(s).

SPECIFIC ROLE RESPONSIBILITIES:

1. Oversight of the delivery of the School of Music and Education portfolio.
2. Supporting Head of Department in meeting the aims set out in the artistic, commercial and growth departmental strategies.

CORE RESPONSIBILITIES:

3. To support the Head of Department to implement institutional strategic priorities through the alignment of their specialism.
4. Coordinate and manage the Academic Managers to enable them to work together to support departmental initiatives and delivering the student experience.
5. Supporting heads in developing new curriculum/programmes/initiatives, embedding EDI principles in specific programme initiatives (curriculum review).
6. Maintaining current programme portfolio – managing major and minor modifications and course maintenance as appropriate.

7. Lead on quality issues directly related to student experience e.g. assignment audit, assessment criteria, marking and moderation.
8. Lead on Student pastoral care, liaising with Student Health and Wellbeing.
9. Teaching, marking and assessment.
10. Collate all exams and assessment information from Academic Managers and working with conservatoire wide teams in Registry and Exams.
11. Identify staffing gaps, leading on the recruitment and contracting of teaching staff for the programme or specialism, liaising with HR.
12. Coordination of all teaching staff related to the associated curriculum area. Conducting regular meetings with Academic Managers.
13. Timetabling and co-ordinating activity liaising with timetabling team and departmental administrator.
14. Liaising with the Head of Department and Departmental Administrator to ensure successful resource planning and implementation – meeting departmental and institutional financial targets.
15. Develop initiatives for the wider department team to engage with research and knowledge exchange activity which contributes to the conservatoire's aims.
16. To take part and/or lead staff development events as set by the Head of Department in order to share good practice in your specialist area.
17. To engage with Research and Knowledge Exchange initiatives which contribute to the conservatoire's strategic aims.
18. Engaging with local and national networks which relate to the appropriate specialisms.
19. Representing the conservatoire on a number of internal and external committees, networks and groups
20. Represent the Conservatoire, and Group. internally and externally when required (e.g. showcases, graduation, productions and recruitment events.)

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Adopt/embody the values of the relative member organisation & Luminate Education Group.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.