



Royal Conservatoire
of Scotland

Job Description

Job Title	Associate Head of BMus
School/Department	School of Music
Job Holder	VACANT
Responsible to	Head of BMus
Date	January 2019

1. Job Purpose

Working closely with the Head of BMus, you will assist in ensuring the effective and efficient management and delivery of the BMus Programme, liaising with Heads of Department and key members of the School of Music Management Team to ensure effective delivery. You will also be responsible for designated areas of quality assurance and continuous enhancement of the BMus Programme and a portfolio of options modules in the School of Music, thereby ensuring their continued academic, artistic and professional relevance. You will therefore play a key role in facilitating an excellent student experience in the School of Music.

You will also be expected to make a contribution to the management and development of both the School of Music and the wider Conservatoire and will be required to uphold the highest standards of governance, probity and accountability in all aspects of the role.

2. Duties and Responsibilities

You will:

- Assist the Head of BMus and work closely with Professional Services staff to ensure the effective day-to-day management and delivery of the BMus programme and School of Music options modules in areas including timetabling, programme delivery, module design and assessment.
- Work closely with the Head of BMus and with the Director and Heads of the other programmes and departments in the School, managing a portfolio of



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core and options modules to ensure effective programming and delivery for all BMus pathways.

- Work closely with the Director and Heads of Department to develop a cohesive ethos across and between specialist Departments and promote the enhancement of learning and teaching.
- Take responsibility for the overall experience of students in BMus Years 1 and 2, ensuring that programme design and student support systems facilitate an excellent student experience.
- Work closely with the Head of BMus to ensure the effective programming and delivery of School of Music options modules, including budget, promotion, allocation, and quality assurance.
- Provide leadership in the development and design of cross-programme and cross-Conservatoire modules and contribute towards the pioneering of innovative modes of delivery and assessment.
- Line manage a designated unit of BMus staff and ensure that the Conservatoire's Career Review and Staff Professional Update mechanisms are fully integrated and operational.
- Develop and deliver high quality staff development activities.
- Teach in accordance with disciplinary expertise and promote proto-professional and research-led learning experiences for students.
- Promote and develop student feedback mechanisms and ensure that all forms of student feedback are addressed appropriately and timeously.
- Work closely with the Head of BMus and be responsible for designated areas in the continuous enhancement and integration of BMus delivery, thereby ensuring the continued quality and artistic, academic and professional integrity of the programme.
- Take responsibility for the oversight of all student placements ensuring adherence to quality assurance processes, and that all legal obligations and insurance requirements are properly met.



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- Work with the Head of BMus to analyse and respond to NSS and other survey results, and develop and deliver annual action plans to enhance the programme's performance in the NSS.
- Contribute towards the effective and efficient operation of all Boards of Examiners, Progress Committees, Special Circumstances Committees, Internal Examination Committees and Programme Committees and take responsibility for the execution of all associated administrative and quality assurance processes.
- Contribute to the development of Conservatoire academic and administrative policies and processes and participate in internal committees as appropriate.
- Represent the Conservatoire externally at events and initiatives as required and within the scope of the role, as agreed with the Head of BMus.
- Promote equality of opportunity in and through the curriculum and ensure its integration and relevance through programme design.
- Promote health and safety and wellbeing in and through the curriculum and ensure its integration and relevance through programme and module design.
- Maintain an active professional and/or research profile in areas of personal specialism and contribute to the professional/research profile of the institution.
- Contribute towards the Conservatoire's commercial and income-generation initiatives.
- Undertake any other reasonable duties as may be required by the Head of BMus and the Director of Music.

3. Scope of the Job

Financial:

You will be required to manage defined budgets, under the direction of the Head of BMus and Director of Music.



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Staff:

You will have line management responsibility for a designated unit of teaching staff in the School of Music.

Additionally, regular contact will be necessary between you and the Head of BMus and the Heads of other Programmes and Departments in the School in order to ensure effective delivery of BMus core modules and School of Music options modules. Liaison will also be required with the Head of Artistic Planning and the Ensembles Manager in respect of performance schedules and School timetabling.

Others:

NA

4. Context

Operating Environment:

The Conservatoire offers an exciting, challenging and deeply rewarding working environment. Options modules are delivered to multiple programmes in the Conservatoire, which presents this post with particular challenges to ensure effective delivery and parity of student experience

Framework and Boundaries:

You will be required to work within the Conservatoire Strategic Plan, the Conservatoire Regulations, Health and Safety Regulations, Policies and procedures and Quality Assurance processes required by the Conservatoire as well as the appropriate departmental policies.

You will be expected to actively engage in health and safety and to be responsible for your own health and safety in the course of your work.

As a line-manager you will be responsible for the implementation of the Conservatoire Health and Safety Policies, ensuring that your staff are aware of them and abide by them. You will monitor the implementation of such policies and be responsible for taking any necessary action arising. In particular, there is a high level of accountability for ensuring that effective health and safety practices are embedded in all aspects of the work of your area of responsibility and that required standards are met. The Conservatoire expects a high level of accountability for health and safety in posts which line manage staff and /or operate at a responsible level.



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You will be responsible for the implementation of all Conservatoire policies, ensuring that staff are aware of them and abide by them. You will monitor the implementation of such policies and be responsible for taking any necessary action arising. In particular, there is a high level of accountability for ensuring that effective equality and diversity, health, safety and wellbeing practices are embedded in all aspects of BMus and options modules and that required standards are met.

Additionally you have responsibility for ensuring that the appropriate adjustments contained in all learning agreements are adhered to in all aspects of a student's learning and assessment.

5. Relationships

Line Manager: Head of BMus

You will have regular contact with the Head of BMus and Heads of Department within the School of Music. You will also have regular contact with colleagues from across the Conservatoire.

Staff Management:

You will have delegated responsibility for the management of a designated unit of staff engaged in the delivery of BMus core modules and School of Music options modules. You will ensure regular collaboration with Heads of Departments and AAS (Academic and Administrative Support) staff in managing the day to day running of the BMus programme, its quality assurance processes and its future development.

Additionally regular contact will be necessary between you and the Heads of the BMus, BEd and MMus Programmes in order to ensure effective delivery for all programmes. Liaison will also be required with the Head of Artistic Planning and the Ensembles Manager in respect of performance schedules and School timetabling.

Other Contacts:

a) Within the Conservatoire:

- Membership of appropriate Conservatoire Committees

b) Outside the Conservatoire:

- Liaison with a wide range of artistic and education bodies
- Communication as required with applicants and their advisers



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6. Knowledge and Experience

Although the under-mentioned qualifications are desirable, equivalent skills and experience may be deemed equally acceptable.

Qualifications:

Essential:

- A postgraduate degree level qualification or equivalent academic and professional experience in an appropriate and relevant subject.

Desirable:

- A PhD or other doctoral degree in a relevant scholarly or practice-based area.

Experience:

Essential:

- Teaching experience in a Conservatoire (or possibly other HE) context, preferably in the subject area of musicianship (harmony, theory, aural skills, and/or musical analysis) or a related field.
- Experience of academic programme design and management.
- Experience of managing staff and budgets.
- Experience of ensuring quality in the delivery, maintenance and development of academic programmes and modules.
- Performance or research activity at an appropriate level.

Desirable:

- A research profile or proven track record in innovation.

Knowledge and Skills:

Essential:

- A deep and applied knowledge of effective teaching practices in a Conservatoire (or possibly other HE) environment.
- A deep and applied knowledge of all aspects of the education sector.
- An understanding of the current cultural environment and especially how that relates to education.
- Experience in operating and developing quality assurance and enhancement processes in a Conservatoire (or possibly other HE) environment.
- Proven ability to deal with complex issues, with excellent interpersonal, communication and influencing skills.



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7. Complexity

You will be required to oversee the co-ordination and management of a portfolio of options modules for delivery on a range of programmes across both the School of Music and the School of Dance, Drama, Performance and Film.

You will be expected to contribute to the continuous improvement of the Conservatoire's management and academic management systems.

8. General Responsibilities (all staff)

a) Health and Safety

- To take care of your own health and safety at work and that of other persons who may be affected by your work activities.
- To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- To work in the safe manner in which you have been trained and instructed and to advise your line manager of any health and safety issues you become aware of.

b) Policies and Procedures

- To familiarise yourself with the detail of the Conservatoire's Policies and Procedures and to actively ensure adherence.

c) Use of equipment and other appliances

- To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Conservatoire or provided or issued by a third party for individual or collective use in the performance of your duties.

d) Dignity at Work and Study

- To uphold the Conservatoire's Dignity at Work and Study policy and practices and to treat all colleagues, students and contacts with respect and in accordance with the values of the Conservatoire.
- To promote and deliver excellence in services that value all staff and students.
- To recognise and acknowledge the potential multiple barriers to participation and success that exist for applicants, students and staff with



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care experienced backgrounds; those with caring responsibilities; and those with protected characteristics, and to work with colleagues across the Conservatoire to collectively identify ways in which the barriers can be reduced and eliminated

e) *Personal Development*

- To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate.

f) *Information Technology*

- To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures.
- To undertake any training in the operation of new technologies and associated systems as required.

g) *Vision*

- To promote and adhere to the Conservatoire Vision. (as detailed below)

9. Additional Information

The Royal Conservatoire of Scotland has a policy on widening access, and has instigated a number of initiatives aimed at increasing participation from students from under-represented groups.

10. Our Vision

To be Scotland's globally-recognised and inspirational leader in learning for the performing arts, attracting and nurturing the best Scottish and international creative talent.

As a Board of Governors, staff and student team, we embrace and are motivated by:

- Inclusivity, diversity and individuality.
- Disciplinary excellence and innovative cross-disciplinary collaboration.
- Breaking down barriers and challenging boundaries.



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- The advancement of creative citizenship and leadership across the performing arts for our nation and for the world.

As a member of staff you will be expected to actively embrace these principles and demonstrate them in the course of your work.

Our Strategic Plan is based on the following four pillars:

1. Driving focused excellence.

We will:

- Create a culture of continuous professional development, to enhance and enrich the experience of our students and staff.
- Ensure that we deliver choice and flexibility to our students and embed pedagogical skills throughout our curriculum.
- Attract outstanding teachers and artists of international repute, who will act as a magnet for outstanding students.
- Apply technology to enhance our students' learning experience and to make us more efficient and effective.
- Deliver advancement and scholarship campaigns to support the development of a world-class creative campus and to attract and retain the best artists, teachers and researchers.
- Further enhance the quality, reach and impact of our research.
- Develop a sector-leading approach to improvisation through our curriculum.

2. Promoting diversity.

We will:

- Diversify art forms and disciplines, enrich the pool of talent, and connect more widely and deeply with diverse communities.
- Develop ground-breaking RCS Community Centres of Excellence through great partnerships.
- Nurture the talent of more of Scotland's young people, so as to increase their choices and opportunities.

3. Advancing lifelong learning.

We will:

- Nurture talent, creativity and active citizenship in all of our students.
- Develop excellence in the Junior Conservatoire, connecting us with more talented young people through focused and active partnerships with schools and key stakeholders



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- Innovate our open access programme to contribute to the well-being and fulfilment of individuals of all ages and backgrounds.

4. Embracing our role as a national and international performing arts institution.

We will:

- Inspire and engage young people through creating a Teach Arts for Scotland programme, promoting excellent performing arts teaching in schools.
- Recognise and celebrate excellent arts teaching in Scotland's schools.
- Create an International Advisory Board to help realise our vision and advance our values on the world stage.
- Build partnerships and new relationships nationally and internationally.
- Be a national and international advocate for education in the performing arts.