

JOB DESCRIPTION

Title: Head of Department (Singing)

General Functions:

To provide, maintain and develop the area of specialism for all students enrolled at LSC.

Reports to:

Dean of Studies

Responsible to:

Director

Working days: Monday – Friday (Term time only)

Key Responsibilities:

- Ensuring all academic policies and procedures are completed as prescribed.
- Managing and supporting departmental Faculty.

Course Development and Enhancement

- To work with the Dean, Head of Learning and Teaching and Programme Leaders on the development of new and existing courses at LSC.
- Responsible for forward planning and curriculum development.

Course Delivery

- Management of staff to include dealing with any questions a member of staff might have relating to courses or classes they were teaching, identifying, and explaining any procedures that may be misunderstood.
- Build team spirit, coordinate a uniform approach to teaching and maintain team discipline to encourage and motivate good teaching practice.
- Ensure departmental faculty adhere to the requirements set out in all course and module handbooks with particular reference to registers, schemes of work, lesson planning, and feedback.
- Disseminate good practice arising from the teaching, assessment, evaluation and review of LSC provision.
- Responsible for conception, delivery and quality of performances and workshops for LSC's shows.
- Support and liaise with hourly paid/part time tutors on the teaching team as appropriate. Collaborate directly with the Head of Student Programming for scheduling staff and deputies.
- Collaborate with Senior Management and Faculty Recruitment and Employment Committee in the appointment of new staff.
- Responsible for the induction and mentoring of new staff.
- Substantial teaching hours separately contracted.

Assessment

- Responsible for the management of the assessment and feedback process in line with the regulations.

<i>Person Specification</i>	<i>Essential /Desirable</i>	<i>Assessment Method</i>
<i>Qualifications and Knowledge</i>		
Educated to degree level or equivalent	E	Application and Interview
Substantial teaching experience in a Conservatoire setting	E	Application and Interview
A good knowledge and understanding of the Estill method vocal training system	E	Application and Interview
Excellent sight-reading skills	E	Application and Interview
Accomplished pianist	E	Application and Interview
Able to work autonomously and in collaboration with others	E	Application and Interview
Ability to interact with students and staff at all levels	E	Application and Interview
Good Communication skills	E	Application and Interview
Enhanced DBS	E	Application and Interview
Postgraduate qualification	D	Application and Interview
EMT Estill practitioner / master trainer	D	Application and Interview
Substantial industry experience	D	Application and Interview
Experience managing staff	D	Application and Interview