

PERSON SPECIFICATION

Job Title:	Curriculum Manager: Popular Music
Department:	School of Pop and Production
Summary of Duties & Responsibilities:	<ul style="list-style-type: none"> • Teaching in suitable specialist areas. • Operational management of modules/projects within the course/pathway/curriculum area, including timetabling, student and staff recruitment, and relevant extra-curricular activities. • Line management of academic staff and allocate duties and responsibilities to staff within the curriculum area. • Working closely with colleagues as part of the programme management team • Contribute to programme quality and enhancement

Key

E = Essential Criteria for Post
 D = Desirable Criteria for Post
 A = Application Form
 I = Interview

R = Reference
 T = Test
 C = Certificate/Documentary Evidence

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
Qualifications & Attainments						
1. Honours Degree in Music or equivalent qualification / professional experience	E	✓				✓
2. Postgraduate qualification in Popular Music <i>or</i> equivalent professional standing	E	✓				✓
3. HE teaching qualification	D	✓				✓
Experience & Knowledge						
4. Experience of operating successfully in the Music Industry	E	✓	✓			
5. Understanding of HE sector issues and their impact on music provision	E	✓	✓			
6. Experience of operational management of HE courses	D	✓	✓			
7. HE teaching experience	E	✓	✓			
8. Research profile <i>or</i> professional practice profile	E	✓	✓			
9. Working knowledge of standard office software, i.e. Word, Excel etc.	E		✓			

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CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
Skills & Competencies						
10. Curriculum and people management skills	E		✓			
11. High standard of written and verbal communication skills	E	✓	✓			
12. High level time management skills	E		✓			
13. Ability to motivate and engage staff	E	✓	✓			
14. Ability to teach Music at HE level	E		✓			
Values & Ethos						
15. Commitment to music education across a broad range of musical genres and topics	E		✓			
16. Commitment to the conservatoire’s support and promotion of Equality and Diversity	E		✓			
17. Commitment to safeguarding young people and other vulnerable groups	E		✓			
18. Commitment to an understanding and promotion of the conservatoire’s vision and ethos	E	✓	✓			
Work Circumstances						
19. Ability to participate in occasional evening / weekend events as required	E		✓			

APPROVAL OF PERSON SPECIFICATION – LCM	
Compiled By:	Director of Curriculum / Edited Programme Leader
Compilation Date:	July 2021
Approved:	