

AREA LEADER IN HISTORY Programmes

Grade 9, Part time (0.9FTE), Permanent

Job reference number: 706-22

Applicant Information Pack

Closing date

9am Friday 9 September 2022

Interview date

Wednesday 21 September 2022

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Job Description

Job title	Area Leader in History
Department	Programmes
Grade	9
Hours of work	Part Time – 0.9 FTE / 31.5 hours per week
Contract type	Permanent
Responsible to	Head of Undergraduate Programmes
Responsible for	Lecturers and hourly professors in Music History
Liaises with	Internal Students, Music History teaching staff, Area Leaders, Personal Advisors, Head of Postgraduate Programmes, Digital Learning Manager, Registry External N/A
Job overview	The Area Leader in Music History is responsible for curriculum development, delivery, and assessment in music history at undergraduate level, with responsibility for some electives at postgraduate level. The postholder will contribute to developing and implementing the Learning, Teaching and Assessment strategy of the RCM.

Overall purpose of job

The College appoints Area Leaders to represent and coordinate specific areas of the curriculum, and as such they are members of the Programmes Forum. Area Leaders support, and work in consultation with the relevant Head of Programmes to contribute to the organisation, teaching, and management of RCM Programmes by fulfilling the responsibilities outlined below.

Area Leaders' responsibilities fall into the following areas:

- i Curriculum development and coordination
- ii Teaching and assessment
- iii Research and professional activity

Key Responsibilities

Area Leaders are responsible for developing and coordinating the teaching of relevant modules at undergraduate and/or postgraduate level.

Working together with the Heads of Undergraduate and Postgraduate Programmes, other Area Leaders (including the Area Leader in Aural and the Area Leader in Musicianship and Improvisation), and the Digital Learning Team, the Area Leader in Music History will contribute to developing and implementing the RCM's Learning, Teaching and Assessment strategy. They will play a vital role in developing and leading new initiatives in music history to ensure that the College's provision is high-quality, current, and relevant for RCM students.

Where appropriate and with the approval of the Head of Research, Area Leaders may be eligible for up to 35 days (pro-rata) research or knowledge exchange time as part of their activity plan. This time should be used to produce research

(including artistic outputs) at a level that is likely to lead to the production of world-leading or internationally excellent research outputs in the REF.

Curriculum development and coordination

- Working with relevant colleagues and departments across the institution, develop, staff and coordinate the delivery of the BMus music history curriculum
- Oversee undergraduate and postgraduate electives in the area
- Ensure that teaching and assessment methods adopted for modules remain current and effective in achieving the outcomes specified, reinforcing the aims of the College's Learning, Teaching and Assessment Strategy and the Research and Knowledge Exchange Strategy.
- Collaborate with the College's Digital Learning team to develop high-quality blended and online learning activities
- Monitor and report on student attendance, engagement, and performance in Music History, including compiling absence and assessment data for Registry
- Engage in quality monitoring and enhancement processes to review and develop modules and programmes, including contributing to responses to External Examiner reports and annual monitoring
- Update and develop module and programme documentation as required by the Heads of Programmes
- Advise other members of the area teaching team on programme requirements (e.g., content, delivery, assessment methods, monitoring of standards, moderation) and ensure that examiners receive appropriate guidance when assessing in the area
- Advise and support new members of staff joining the team for the area, as appropriate
- Liaise with the Heads of Programmes and Registry regarding module/programme staffing and allocations, scheduling, and any staff management issues which may arise
- Represent the subject area on relevant committee(s) and Boards of Examiners
- Advise on recruitment matters, supported by the relevant Heads of Programmes and colleagues in Marketing and Communications

Teaching and assessment

- Teach for up to 12 hours per week (pro-rata) and examine at UG and PG levels as necessary during the examining weeks of the College's year
- Undertake formative and summative assessment; formulate high quality feedback
- Undertake second marking and moderating where required
- Tutor individual and groups of students, including providing academic oversight, pastoral support and writing of references, as appropriate
- Supervise and examine research students (where appropriate)

Research and Knowledge Exchange

(Some support may be available from the RCM Professional Development Fund for these activities)

- Where approved by the Head of Research, undertake 35 days of research during the year (pro-rata, normally to be taken outside term-time), organised in agreement with the Director of Research and the relevant line manager through the annual appraisal process. Research activity must be such as is likely to lead to internationally excellent outputs suitable for submission in research assessment exercises
- Actively disseminate relevant outcomes of research through publication, public engagement both within and beyond the RCM, and in national and international scholarly and/or performance arenas
- Maintain an awareness of relevant higher education practices, both nationally and internationally, and to use this insight to inform wider curriculum developments
- Actively disseminate relevant outcomes of research through publication, public engagement both within and beyond the RCM, and in national and international scholarly and/or performance or broadcast arenas.
- Play an active role in the fostering of beneficial research practice within and outside the RCM

Other duties

- Undertake such other duties as may be requested by the Director of Programmes

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	PhD/DMus in a relevant subject area or equivalent professional experience	Essential	AF, Certificate
	Higher Education teaching qualification or HEA Fellowship	Desirable	AF, Certificate
Experience, Skills & Knowledge	Significant, demonstrable experience of teaching in higher education at undergraduate level	Essential	AF, INT, SS
	Teaching specialism in music history	Essential	AF, INT, SS
	Experience of curriculum development, preferably in music history	Essential	AF, INT, SS
	An understanding of the conservatoire learning environment	Desirable	AF, INT, SS
	Experience of using e-learning platforms and other digital tools for teaching and assessment	Essential	AF, INT, SS
	Research specialism in an appropriate subject area	Essential	AF, INT, SS
	A creative approach to connecting music history and practice	Essential	AF, INT, SS
	Strong administration and IT skills	Essential	AF, INT, SS

Personal Attributes			
	Ability to relate well to students and colleagues	Essential	INT
	Ability to contribute effectively as a team member as well as a leader	Essential	INT
	Awareness of student wellbeing and learning support in higher education	Essential	INT
	An understanding of equality, diversity and inclusion issues in HE music curricula and the classical music profession	Essential	INT
	Ability to work independently	Essential	INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form INT = Interview SS = Supporting Statement

The duties and responsibilities assigned to the post may be amended by the line manager within the general scope and level of the post

Terms & Conditions

Availability	The post is available from December 2022.	
Contract type	Permanent	
Hours of work	<p>This role is offered on a part time (0.9FTE), basis. The hours for this position will be 31.5 hours per week.</p> <p>The postholder will be expected to teach during academic teaching zones (Mondays, Thursdays, Fridays).</p>	
Salary	RCM Pay Scale Grade 9, incremental points 39 – 44:	
	Spine points	Full-time salary**
	39	£ 50,192
	40	£ 51,568
	41	£ 52,987
	42	£ 54,446
	43	£ 55,950
	44	£ 57,497
	*inclusive of London Weighting allowance	
	Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.	

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
DBS check	May be required for this post
Probation	The post has a three months' probationary period.
Notice period	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.
Pension	The Teachers' Pension Scheme (TPS) is available for all academic staff. Under the rules of the TPS, professorial employment is automatically pensionable unless a professor elects to opt out of the scheme. Full details of the scheme are available from the Teachers' Pensions website: www.teacherspensions.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	<p>Full time staff are entitled to 245 hours (equivalent to 35 days) of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave.</p> <p>The RCM is closed between Christmas and New Year's each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
Eye tests & hearing tests	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.
Employee Assistance Programme	All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.
Professional Development	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.

Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk or alternatively by post to Royal College of Music, Prince Consort Road, London, SW7 2BS.

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date

9am Friday 9 September 2022

Applications received after the stated closing date will not be considered.

Interview date

Wednesday 21 September 2022

With some roles at the RCM second interviews may take place.

There will be a task for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk; or telephone 020 7591 4784. If you need to receive this documentation in a different format, such as large print, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Diana Salazar
Director of Programmes
August 2022

