



HEAD OF COMPOSITION

Composition Faculty

Grade 11, Permanent. Full or part time (0.6-1FTE)

Job reference number: 310-21

Applicant Information Pack

Closing date

9am Friday 19 November 2021

Interview date

Week commencing 6 December 2021

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Job Description

Job title	Head of Composition
Department	Composition
Grade	11
Hours of work	Available up to full time 0.6FTE-1FTE
Contract type	Permanent
Responsible to	Artistic Director
Responsible for	Composition professors
Liaises with	RCM staff and students, external contacts
Job overview	<p>The RCM has a long tradition of composition teaching, and alumni are found throughout the profession, and as part of the distinguished history of the RCM. The composition faculty is the largest of its type in the country, and is central to the learning, teaching and musical life of the College. The position of Head of Composition is a critical role in the College, and the post-holder is expected to continue and develop the world-leading learning and teaching of the faculty. The Head of Composition will be recognised for their breadth of outlook, and as an inspirational source to the students and professors of the faculty, and across the College. The Head of Composition oversees all teaching of composition through the College, from undergraduate through to Doctorate level. Responsibilities include:</p> <ul style="list-style-type: none">• Review and development of courses of composition, including composition for screen, at the RCM to the highest international levels• Leading, through membership of Artistic Planning Committee, the creation and performance of new music in the performance programme at the RCM• Acting as an ambassador for the RCM nationally and internationally, seeking and developing partnerships with external organisations, creating opportunities for RCM composition students• Leading and managing the faculty, its professors and students, its teaching and its performances• Maintaining and developing compositional standards and outlook in the College to the highest international standards

Job Purpose and Major Tasks

As Head of Composition at the RCM the postholder will be responsible for the management and coordination of the Composition Faculty. They will be expected to manage and lead their professorial staff and provide outstanding support for students.

The Head of Composition will take a lead in the development of learning and teaching within their department, taking into account wider developments in the RCM's programmes, developments in higher education nationally and internationally, and innovations in the profession. They will work with the Director to ensure quality and leadership through the College. They will work with the Deputy Director in the areas of quality assurance and scholarships. They will work with the Artistic Director to develop and shape the performance programme. They will work with the Academic Registrar, Head of HR&OD and the Head of Finance, and with other colleagues with management responsibilities, in matters relating to their respective areas of responsibility, and they will work with the Director of Programmes to develop and deliver world-class learning experiences for RCM composition students.

As Head of Composition, the postholder will hold an important position in the projection of the public reputation of the RCM. Through their ambassadorial role within and beyond the world-wide educational community, their leadership

internationally, and their engagement and support of RCM Development initiatives, they will help sustain and build the RCM's position as a world-leading conservatoire.

The Head of Composition's responsibilities will fall into the following areas:

- leading and managing
- maintaining and enhancing standards
- advising/supporting students
- matters affecting the whole College
- promoting the College
- teaching, marking and examining, including Charing examination panels
- where appropriate, carrying out approved research activity
- advising/supporting RCM Development
- developing the work of the RCM nationally and internationally
- encouraging and developing equality and diversity through the faculty and its activities

Key Responsibilities

Leadership and management

- To manage the Composition Department: line managing the Area Leaders in Composition and Composition for Screen, the professors of the Composition Department, inducting them, conducting appraisals and supporting their professional development and research activities
- to lead the recruitment of new professorial staff within the department, including Visiting and, where appointed, Prince Consort Professors
- To provide strategic leadership and vision for the Composition Faculty, ensuring that the Faculty provides a creative and supportive environment for all students to flourish and develop their own distinctive compositional voice
- to recommend and, where authorised to do so, to make offers of student places and to recommend scholarships
- to decide and manage the allocation of students to professors and to decide and manage the allocation of professors for examination and audition panel
- to be budget holder for departmental teaching and other budgets and to maintain an overview of the resource demands of the Composition Faculty and inform the Artistic Director of any issues likely to impact on financial planning; to be responsible for coordinating any capital bids relevant to the Composition Faculty and for proposing ways of redistributing resources in order to enhance the experience of students
- to lead communication within the Composition Department
- to Chair departmental meetings and working parties and away-days, setting agendas, checking minutes and following up items raised
- to represent the Composition Department on College committees, especially the College's Senate Executive Committee and Senate
- to work with the Director, the Artistic Director and other Heads of Faculty to shape and develop the artistic programme of the College through the Artistic Planning Committee
- to organise:
 - workshops, masterclasses, Composition Department classes
 - prizes (arrange and host adjudicators)
 - Departmental contributions to Induction Week
 - Departmental contributions to Open Days
 - other projects, special events, and open events

Maintaining and enhancing standards

- to work as part of the College's Senate Executive Committee, overseeing every aspect of the academic process from admissions through curriculum development and review through to final assessment
- to conduct an annual review of examination requirements (syllabuses) within the department, ensuring that these continue to meet professional expectations
- To oversee relevant student examinations and auditions in the Composition Faculty monitoring their effectiveness.
- to act as panel member for college competitions and other auditions
- to monitor standards through concert attendance
- to take part in curriculum development at undergraduate and postgraduate level including participating in validation and review exercises

Advising/supporting students

- to provide support, guidance and direction to students in the Composition Faculty
- to monitor student progress, including through periodic interviews
- to respond to student feedback
- to provide careers advice and provide references for students/former students
- to collect information, through the department, on the activities/achievements of present and former students (alumni), communicating this, as appropriate, to College departments and/or outside agencies

Matters affecting the whole College

- to advise/and as appropriate to decide internal/external prizes/awards
- to contribute to College documentation (e.g. notes of guidance for examiners, prospectus entries, instrumental syllabuses, College's annual Priorities planning and Strategic Plan, Upbeat and Update, Muse etc.)
- to look for opportunities for cross-faculty and whole College collaborations, to enhance the student experience

Promoting the College

- to represent the College at home and abroad (including external concerts, competitions, seminars, conferences, committees, involvement in professional bodies, liaison with specialist music schools, liaison with partner institutions)
- to establish and maintain contact with those leading equivalent departments and Faculties in other institutions and to contribute, where appropriate, to the development of ideas relevant to the department across the sector
- to keep in contact with the teaching methods, standards and content of studies within other institutions as they apply to the Composition Faculty
- to inform the College about developments in the department, nationally and internationally

Teaching, marking and examining, including Chairing examination panels

- to teach, mark and examine, operating as one of the College's trained panel Chairs. Annual teaching loads will be agreed with the Artistic Director
- Where appropriate, to supervise doctoral students in composition

Where appropriate, carrying out approved research and/or knowledge exchange activity

- Where approved by the Director 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

Advising/supporting RCM Development

- to take an active role in supporting the Development aspirations and needs of the College, including by participating in fundraising activity organised by the Development team

Developing the work of the RCM nationally and internationally

- to take on an ambassadorial role in promoting the College nationally and internationally, seeking opportunities for contacts, collaborations, recruitment and other events that enhance the student experience and support the reputation of the College

Other duties

- to undertake such other duties as may be requested by the Director and the Artistic Director

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	Masters degree in composition or equivalent professional experience	Desirable	AF, INT
	Higher Education teaching qualification or HEA Fellowship	Desirable	AF, INT
Experience, Skills & Knowledge	Significant international experience and profile as a composer at the highest professional level	Essential	AF, INT
	An open-minded approach that recognises and advocates for a wide range of contemporary compositional practices, across styles, genres and media	Essential	AF, INT
	Well-qualified, versatile and creative musician, with experience that has led to the internalisation of performance and compositional standards at an international professional level and the ability to make and articulate well-grounded judgements	Essential	AF, INT
	Significant, demonstrable experience of teaching in higher education	Essential	AF, INT
	Considerable experience of the teaching of composition, and a rigorous understanding of current methods and techniques	Essential	AF, INT
	An understanding of the conservatoire learning environment	Desirable	AF, INT
	A strong understanding of professional compositional contexts, including industry organisations, networks and opportunities.	Essential	AF, INT

	Proven organisational skills, recognised as an inspirational and effective leader	Essential	AF,INT
	Efficient administrator	Essential	AF, INT
	Strong IT skills	Essential	AF,INT
	Excellent communication, orally and in writing	Essential	AF,INT
	Experience of course management and curriculum enhancement in HE	Desirable	AF, INT
	Experience as an external examiner, especially at HE level	Desirable	AF,INT
	Ability to contribute to the research profile of the RCM	Desirable	AF, INT
Personal Attributes	Ability to relate well to students and colleagues	Essential	AF, INT
	Ability to take a strategic overview and to delegate effectively	Essential	AF, INT
	Ability to work well as a member of a team	Essential	AF, INT
	An awareness of equality, diversity and inclusion issues in HE music curricula and the classical music profession	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Artistic Director within the scope and level of the post.

Terms & Conditions

Availability	The post is available from January 2022 and the postholder should ideally be available to start as early as possible.	
Contract type	Permanent	
Hours of work	This role is offered on a full or part time basis, 0.6-1FTE. Full time hours at the RCM are 35 hours per week.	
Salary	RCM Pay Scale Grade 11, incremental points XX – XX:	
	Spine points	Full-time salary*
	50	£64,870
	51	£66,691
	52	£68,525
	53	£70,560
	54	£72,677
	55	£74,856
	*inclusive of London Weighting allowance	
	**if part-time, the postholder will receive a proportion of the full-time salary	

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 may consider acting as a sponsor for a visa application.
DBS check	Not applicable for this post.
Probation	The post has a twelve month probationary period.
Notice period	The appointment will be subject to termination by not less than one term's notice. Notice during probation will be one month's 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	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. The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

Staff Benefits

Travel	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. We also offer a tax-free bicycle loan under a similar repayment scheme.
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 animateurs. The RCM was named top institution for Performing Arts in the UK for a sixth consecutive year in the 2021 QS World University Rankings.

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

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 19 November 2021

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

Interview date **Week commencing 6 December 2021.**

It is likely that interviews will take place in-person. Shortlisted candidates will be notified 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. Due to the ongoing Covid-19 pandemic, we are unable to invite applications by post. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, 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.

Stephen Johns
Artistic Director
November 2021

