

AREA LEADER (COMPOSITION FOR SCREEN)

Faculty of Composition

Grade 9, Part time (0.8FTE), Permanent

Job reference number: 702-19



Applicant Information Pack

Closing date

9am Tuesday 3 December 2019

Interview date

Thursday 12 December 2019

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Job Description

Job title	Area Leader (Composition for Screen)
Department	Programmes
Grade	9
Hours of work	Part Time (0.8FTE)
Contract type	Permanent
Responsible to	Head of Composition
Responsible for	n/a
Liaises with	Head of Composition, Head of Postgraduate Programmes, Head of Digital, Research Staff, Creative Careers Centre
Job overview	The postholder will be responsible for the delivery and assessment of the Masters Programme in Composition for Screen, Composition for Screen options at UG; doctoral supervision

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. The Area Leader for Composition for Screen supports, and works in consultation with the Head of Composition and Heads of Programmes and contribute to the organisation, teaching and management of RCM Programmes by fulfilling the responsibilities outlined below.

The Area Leader's responsibilities fall into the following areas:

- i Curriculum delivery and design
- ii Subject development, including research and professional activity
- iii Administrative coordination
- iv Teaching, supervising, marking and examining
- v Personal advising

Key Responsibilities

The Area Leader in Composition for Screen leads the Masters (MMus/MComp) programme in Composition for Screen and is responsible for developing and coordinating the teaching of relevant modules in Composition for Screen at undergraduate level.

Working together with the Head of Composition, the Heads of Postgraduate and Undergraduate Programmes, the Digital Team and the Creative Careers Centre, s/he will contribute to developing and implementing the RCM's Learning, Teaching and Assessment strategy. S/he will play a vital role in developing and leading new initiatives in Composition for Screen to ensure that RCM's provision in this area remains current, innovative and industry informed.

The Area Leader is required to undertake practice-led research at a level that is likely to lead to the production of world-leading or internationally excellent research outputs in a relevant discipline area. Working together with the Director of Research, s/he will also contribute to the development of Composition for Screen as a research area, by leading on research projects and supervising doctoral students.

Curriculum design and delivery

- to work closely with the Head of Composition, coordinate all aspects of the Composition for Screen Masters programme, and to discuss with him current arrangements and future curriculum developments
- in collaboration with the Head of Composition, to ensure that teaching and assessment is delivered in all relevant areas of the programme and that methods adopted for individual modules remain effective in achieving the outcomes specified and that they reinforce the aims of the College's Learning, Teaching and Assessment Strategy
- in collaboration with the Head of Composition, to support the preparation of examination and other assessment materials in all areas of the programme
- to discuss with the Head of Composition and, where necessary, propose allocations for principal study teaching and for teaching in all relevant areas of the programme.
- to represent the area on relevant committee(s) and sub-boards of examiners
- to advise other members of the area teaching team about programme requirements (e.g. content, method, assessment, monitoring of standards, counter/double marking) and ensure that examiners receive appropriate guidance when assessing in the area
- to advise and assist new members joining the team for the area, as appropriate.

Subject development, including research and professional activity

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

- to maintain an awareness of relevant industry and higher education practices, both nationally and internationally, and to use this insight to inform wider curriculum developments
- undertake research for a minimum of 35 days of during the year (normally during College vacations). Research activity is agreed with the Director of Research through the annual research planning process. Research activity must be such as is likely to lead to internationally excellent outputs suitable for submission in research assessment exercises (REF)
- 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 development of Composition for Screen as a research practice within and outside the RCM

Administrative coordination

- to monitor student attendance for the area as a whole in ways consonant with College policy for the programmes
- to review and, where appropriate, propose revisions on an annual basis to the descriptions of those modules covered by the area, as they appear in programme documentation, prospectuses and any related syllabus booklets, in the light of agreed changes arising over the year
- to be responsible for compiling and reviewing marks achieved by students in the area
- to support the annual monitoring exercise for the area and together with the Head of Composition and Heads of Undergraduate and Postgraduate Programmes to produce documentation for inclusion in programme monitoring reports

Teaching, Supervising, Marking and Examining

- to teach for up to 18 hours per week – pro-rata (including doctoral supervising) and to examine for up to 4 days per week (pro-rata) during the examining weeks of the College's year
- to engage in marking and/or preparation/updating in the weeks of the College's academic year which are not allocated to teaching or examining

- Supervise and examine research students in the area of Composition for Screen

Personal Advising

- to provide appropriate additional support in the area for students with disabilities
- to advise students on academic and module options, where appropriate

Other duties

- to undertake such other duties as may be requested by the Head of Composition

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 in a relevant subject area	Essential	AF, Certificate
	Higher Education teaching qualification or HEA Fellowship	Desirable	AF, Certificate
Experience, Skills & Knowledge	Professional industry experience as a composer for screen	Essential	AF, INT, SS
	Significant, demonstrable experience of teaching in higher education at undergraduate and postgraduate levels	Essential	AF, INT, SS
	Teaching specialism in the field of composition for screen	Essential	AF, INT, SS
	Experience of curriculum design and development, preferably in the area of composition for screen	Essential	AF, INT, SS
	Experience of using e-learning platforms and other relevant digital tools for teaching and learning	Essential	AF, INT, SS
	Research specialism in composition for screen or a related area	Essential	AF, INT, SS
	A proven track record of world leading or internationally excellent research (which may be practice-based)	Essential	AF, INT, SS
	Experience of supervising and examining doctoral students	Desirable	AF, INT
	Extensive knowledge and relevant experience of industry practices and technological developments	Essential	AF, INT, SS
	Strong administration and IT skills	Essential	AF, INT
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
	Ability to work independently	Essential	INT

AF = Application Form INT = Interview ST = Selection Test

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

Terms & Conditions

Availability	The post is available from January 2020 and the postholder should ideally be available to start as early as possible.														
Contract type	Permanent														
Hours of work	<p>This role is offered on a part time (0.8FTE) basis, equivalent to 28 hours per week.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.</p>														
Salary	<p>RCM Pay Scale Grade 9, incremental points 39 – 44:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>39</td><td>£ 48,010</td></tr><tr><td>40</td><td>£ 49,326</td></tr><tr><td>41</td><td>£ 50,683</td></tr><tr><td>42</td><td>£ 52,079</td></tr><tr><td>43</td><td>£ 53,517</td></tr><tr><td>44</td><td>£ 54,997</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>As this is a part-time post, the postholder will receive a proportion of the full-time salary</p> <p>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.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	39	£ 48,010	40	£ 49,326	41	£ 50,683	42	£ 52,079	43	£ 53,517	44	£ 54,997
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Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is a role for which the RCM will give consideration to 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 clear 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	<p>Full time staff are entitled to 245 hours (equivalent to 35 days) of holiday per annum, plus public holidays</p> <p>Part time staff will receive a pro rata entitlement for annual leave.</p> <p>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.</p>
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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	<p>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.</p>
Eye tests & hearing tests	<p>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.</p>
Employee Assistance Programme	<p>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.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Founded in 1882, 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 800 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 named top institution for Performing Arts in the UK for a fourth consecutive year in the 2019 QS World University Rankings.</p>
Staff	<p>The RCM has over two hundred members of professorial (teaching) staff and over one hundred 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.</p>

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.

Faculty

The Composition Faculty at the Royal College of Music focuses on both the creative and commercial aspects of being a composer. Composers are offered a wholly exceptional performance environment in which they have the opportunity to hear their compositions played by resident and visiting musicians, RCM orchestras, ensembles and fellow students of the highest technical and musical ability.

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 Tuesday 3 December 2019**

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

Interview date **Thursday 12 December 2019**

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

There will be a test 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.

Dr Diana Salazar
Director of Programmes
November 2019

