

| JOB PROFILE | |
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| Company: | Italia Conti |
| Department: | Musical Theatre & Dance |
| Role: | Head Tutor of Music |
| Reporting to: | Vice Principal, School of Musical Theatre & Dance |
| Direct reports: | Salaried & Sessional Tutors for the discipline |
| Location: | Victoria Place, Woking |
| Salary Band: | Band C |

| ROLE SUMMARY |
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| <p>The Head Tutor of Music will lead a teaching team delivering the ensemble singing, acting through song, repertoire studies and Musical Direction provision at Italia Conti. Working from our brand-new site in Woking, the postholder will be responsible for the quality, standards and creative direction of the discipline within the curriculum.</p> <p>Head Tutors have lead responsibility for managing the team of sessional and salaried teachers within the discipline, for working closely with the Course Leaders, Deputy Course Leaders and other Head Tutors to facilitate the support and quality of teaching, intervention and content material delivered, and for supporting the students throughout their study. Remission will be offered to work on the development of the artform and the quality of teaching within the organisation. The Head Tutor for Music works closely with the Head Tutor for Singing to ensure all students at Italia Conti receive excellent singing training on all Italia Conti courses.</p> <p>Head Tutors will typically take on Year Tutor duties as designated by the Course Leadership team.</p> |

| KEY ACTIVITIES |
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| <ul style="list-style-type: none"> • Acting as the lead ambassador for Music both within the organisation and externally, working to raise standards through quality exercises and internal development measures and by the management of specialist outreach initiatives. • Leading on the recruitment, induction and development of teachers in Singing & Music and Musical Direction and line-managing salaried Tutors. Representing these specialist tutors and having oversight of their workload, ensuring an appropriate and consistent range of teaching skill is deployed, as required, to courses. • Ensuring that the coverage of teaching and learning is being met by specialist teachers and that student progression is tracked from entry to graduation in the area of Singing & Music. • Leading on the observation of specialist teachers and conducting the necessary quality processes to ensure a high standard of delivery in Singing & Music. • Teaching a contingent of classes, including acting as Musical Director for a number of productions and performances throughout the year. • Designing a skills syllabus (practical development plan) that can be threaded throughout the student journey as a 3-4 year training plan to be able to meet an expectation of being able to deliver on exceptional skills targets by graduation. |

- Working as a part of a team to track student progression within the discipline of Singing & Music throughout the learning journey, using the skills syllabus/practical development plan.
- Providing advice, knowledge and assistance within the organisation in relation to Singing & Music and recent trends in the genre.
- Completing reports when required for the development of specialist skills within courses and year groups, applicable to the students' development relative to Singing & Music
- Delivering teaching and/or musical direction in accordance with the requirements of the appropriate courses/programmes.
- Assisting in a range of performing activities, including auditions, performances, concerts, outreach, masterclasses, workshops, and outside engagements.
- Undertaking the role of Year Tutor for an allocated group of students and engaging in weekly meetings to support the students in their studies.
- Taking on responsibility for module leadership as designated by the relevant Course Leader and overseeing full-time/sessional staff with Module Leadership responsibility within the discipline.
- In consultation with the relevant Course Leaders, undertaking assessment tasks designed to support students to achieve the learning outcomes specific to the module or unit.
- Assessing students in reflection of their own taught classes and assessment tasks and activities.
- Collating and providing assessment feedback sheets and reports in reflection of students' own assessments as and when required.
- Participating in relevant meetings when required.
- Co-ordinating the supply of marks and feedback to the programme co-ordinator as necessary.
- Contributing to all documentation required through validation or accreditation processes.
- Keeping abreast of current movements in specific areas and ensuring the relevance and contemporaneity of the provision.
- Engaging and supporting in staff development activity in teaching, practice and safeguarding/welfare.
- Participating in alumni engagement initiatives and taking an active role in monitoring the destinations of leavers.
- Acting as Head of Year, where designated, and in this capacity specifically maintaining contact with all students including providing information on student support access, information, and scheduling regular tutorials, managing the Support to Study (Fitness to Train) procedures and organising and attending additional meetings and tutorials where there may be welfare concerns.
- Contributing to recruitment, selection and admission processes as necessary, including audition panels.

| QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED | | |
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| | Essential | Desirable |
| Qualifications/Education | <ul style="list-style-type: none"> • Educated to level 6/7 in the performing arts or related discipline. • Teaching qualification or referenced specialist experience • Evidence of continuing professional development. | <ul style="list-style-type: none"> • ABRSM Grade 8/Diploma or equivalent piano performance/accompanying. • Educated to MA level in Music, Musical Direction or a related discipline. |
| Knowledge/Skills | <ul style="list-style-type: none"> • Extensive knowledge of current professional practice in Singing & Music, particularly in relation to Musical Theatre. • Excellent piano accompanying and sight-reading skills. • Excellent influencing and communication skills and an open and collaborative style. • Knowledge of teaching and learning strategies. • Knowledge of assessment points. • Personal integrity and high standards for self and others. • Knowledge of the curriculum and course structures for degrees and diplomas, the National Qualification and the professional accrediting bodies. • Understanding of the requirements of the QAA Quality Code • Understanding of equality legislation | |

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| <p>Experience</p> | <ul style="list-style-type: none"> • Previous demonstrable commitment to student success and staff development with evidence of the successful delivery of new and innovative approaches to methods of teaching and learning. • Experience of undertaking administrative duties and of leading a team of freelance creatives and teachers in an HE/FE context. • Professional experience of acting as an Musical Director for Musical Theatre productions within the performing arts industry. | <ul style="list-style-type: none"> • Experience of delivering or participating in widening participation activities and outreach events. |
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The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from Italia Conti's strategies.

The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel within London and across the UK in the course of undertaking outreach activity for Italia Conti.

There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.