

JOB PROFILE	
Company:	Italia Conti
Department:	Singing & Music
Role:	Singing & Music Tutor and Musical Director
Reporting to:	Head of Music
Direct reports:	None
Location:	Victoria Place, Woking
Salary Band:	Band C

ROLE SUMMARY

Singing & Music Tutors and Musical Directors work as part of a teaching team delivering the Singing and Musical Theatre provision at Italia Conti across our degree and diploma programmes at our campus in Woking. Reporting into the Head of Music, postholders ensure the curricula are delivered as written and contribute to their continued development.

Sessional (hourly paid) Tutors typically work no more than 2 days-per-week and are primarily deployed in teaching delivery, ensemble singing, Acting Through Song classes and assessment activities.

Salaried Tutors typically work no less than 3 days-per-week (0.6FTE) and would be involved in a broader range of activities as part of the established teaching faculty, including module leadership, auditions, pastoral and administrative duties.

KEY ACTIVITIES

- Delivering teaching and Musical Direction in accordance with the requirements of the appropriate courses/programmes and contributing to their continued development.
- Maintaining currency in the discipline and ensuring the contemporaneity of the provision to ensure a high standard of delivery in the genre to meet an expectation that students will be able to deliver on exceptional skills targets by graduation.
- Proactively monitoring student progression and discussing any issues with the Head of Music and/or relevant Course Leader or Deputy Course Leader as appropriate.
- Providing advice, knowledge and assistance within the organization relative to the genre.
- Assisting in a range of performing activities, including auditions, performances, concerts, outreach, masterclasses, workshops, and outside engagements.
- 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.
- Supplying 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.
- Taking responsibility for own development activity in teaching, practice and safeguarding/welfare.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • Educated to level 6/7 in the performing arts or related discipline. • Teaching qualification, BA/PGDip Musical Direction or referenced specialist experience. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Educated to MA level in the performing arts or related discipline.
Knowledge/Skills	<ul style="list-style-type: none"> • Extensive knowledge of current professional practice. • Professional level piano skills. • Excellent 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. 	

	<ul style="list-style-type: none"> • Understanding of equality legislation. 	
Experience	<ul style="list-style-type: none"> • Previous demonstrable commitment to student success with evidence of the successful delivery of new and innovative approaches to methods of teaching and learning. • Experience of undertaking administrative duties commensurate with teaching at a Performing Arts institution. • Experience of delivering or participating in widening participation activities and outreach events. • Professional experience of musical direction for productions within the performing arts industry. 	
<p><i>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.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.</i></p> <p><i>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.</i></p>		