

JOB PROFILE	
Company:	Italia Conti
Department:	Musical Theatre & Dance
Role:	Deputy Head of Singing
Reporting to:	Head of Music
Direct reports:	N/A
Location:	Victoria Place, Woking
Salary Band:	Band C

ROLE SUMMARY

The Deputy Head of Singing will ensure all students at Italia Conti receive excellent singing training on all Italia Conti courses. Working from our brand-new site in Woking, the postholder will be a lead practitioner within the school and will champion quality, standards and creative direction of the discipline within the curriculum.

Working closely with the Head of Music, the Deputy Head of Singing will lead the teaching team delivering the technical singing and 1:1 singing provision at Italia Conti, across all courses in the School of Musical Theatre & Dance and School of Acting. The postholder will have administrative oversight over the weekly '*Solo Coaching*' provision (School of Musical Theatre and Dance) and will support the tutorial provision (School of Acting), the recruitment and staffing of the 1:1 singing team, and will ensure that all students eligible for 1:1 singing tuition receive excellent and pedagogically sound tuition that meets their termly allocation.

The Deputy Head of Singing will also have input and teaching hours on wider singing and music classes, that may include Group Singing Technique, Ensemble Singing and Musical Theatre Workshop, which require strong piano and accompaniment skills.

The postholder may take on Head of Year duties as designated by the Course Leadership team.

KEY ACTIVITIES

- Acting as an ambassador for Singing both within the organisation and externally, working to raise standards of the music provision
- Supporting the recruitment, induction, and development of teachers in Singing & Music and Musical Direction. Supporting these specialist tutors and 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.
- Supporting the observation of specialist teachers and conducting the necessary quality processes (e.g. lesson observations) to ensure a high standard of delivery in Singing & Music.
- Teaching a contingent of classes, that may include acting as Vocal Coach and/or Musical Director for a number of productions and performances throughout the year.
- Delivering teaching and/or musical direction in accordance with the requirements of the appropriate courses/programmes.

- 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.
- Assisting in a range of performing activities, including auditions, performances, concerts, outreach, masterclasses, workshops, and outside engagements.
- 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.
- Supporting the Head of Music in co-ordinating the supply of marks and feedback to the programme co-ordinator as necessary.
- 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.
- 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		
	Essential	Desirable
Qualifications/Education	• Educated to level 6/7 in the performing arts or related discipline.	• ABRSM Grade 8 or equivalent piano skills commensurate to this qualification.

	• Teaching qualification or referenced specialist teaching experience in a specialised Performing Arts institution. • Evidence of continuing professional development.	• Educated to MA level in Music, Musical Direction, or a related discipline.
Knowledge/Skills	• 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
Experience	• 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	• Experience of delivering or participating in widening participation activities and outreach events.

	productions within the performing arts industry.	
<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> <i>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.</i> <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>		