

# **TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE**

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## **HEAD OF KEYBOARD (Full-Time, Permanent)**

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## **HEAD OF KEYBOARD**

**Contract: Full-time, permanent**

**Salary: £43,638 - £51,367 (Including LWA)**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice. Trinity Laban supports the lifelong career development of students and professional performing artists, and offers a wide range of learning, participation and career development opportunities for young and old alike.

The Faculty of Music accounts for around 600 of the higher education (HE) students within Trinity Laban and delivers programmes of study for students from pre-degree to doctoral levels through an innovative combination of individual, small group, ensemble and academic studies. Delivering over 350 student performances each year in a wide variety of concert venues across London, the South East and beyond, alongside a wide range of other audience engagement activities, the Faculty seeks to impart in its students the skills needed for a dynamic and sustainable career in the music profession.

At the heart of the Faculty of Music is the Keyboard Department, which comprises more than 100 HE students and over 20 teaching staff. The Department is developing an ever-increasing worldwide reputation for excellence: students and alumni are attaining significant competition successes and building successful careers, and more and more students are selecting Trinity Laban as their conservatoire study destination of choice.

Following the announcement of the resignation of Peter Tuite in order to resume his performing and recording career, the Faculty of Music wishes to recruit a dynamic and respected musician and educator to the post of Head of Keyboard.

If successful, you will provide inspiration, vision and leadership for the department, and will design, deliver and develop the department's various learning opportunities. You will be responsible for recruiting students; for recruiting, managing and developing Trinity Laban's exceptional teaching staff; for planning an outstanding, internationally recognised series of concerts, masterclasses and events; and for developing initiatives and partnerships both within Trinity Laban and externally.

Educated to degree-level or equivalent, you will have extensive and proven music / music education leadership experience (ideally including team, budget and project management), outstanding communication and organisational abilities, an extensive professional network and performance profile, excellent IT skills and the capability to deal with a busy and varied workload, within a highly creative environment. Most significantly, you will have the vision and passion to engage with the outstanding musicians of tomorrow.

For a job pack and application form, please visit the job opportunities page of our website at <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Chloe Roper, HR Services and Resourcing Officer on 020 305 4382.

**Closing date: 12 Noon, Monday 26 February 2018 (no agencies)**

**Interviews: 14 March 2018**

**CVs will not be accepted unless accompanied by a completed application form.**

*Trinity Laban Conservatoire of Music and Dance is committed to equal opportunities and diversity.*

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City University, London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## **JOB DESCRIPTION**

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<b>Post:</b>	<b>Head of Keyboard</b>
<b>Department:</b>	Faculty of Music
<b>Reporting to:</b>	Assistant Director of Music & Head of Performance
<b>Line Management:</b>	Piano Technician; Vocal Accompaniment Coordinator; all teaching staff (full-time, part-time, hourly paid and visiting) associated with the Department.
<b>Contract:</b>	Full time, permanent.

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### **MAIN PURPOSE AND CONTEXT OF THE ROLE**

Heads of Department within the Faculty of Music at Trinity Laban Conservatoire of Music and Dance are responsible for the leadership, management and coordination of their department. They manage and lead their professorial staff and provide support for students ensuring consistency with the Institution's mission, strategic aims and policies.

Heads of Department are leaders in the development of learning and teaching within their Department, taking into account wider developments in Trinity Laban's music programmes and trends in music education nationally and internationally; they are also creative leaders within the life of the Institution and should have a recognised international profile as performers/composers. In fulfilling their role, they help create a learning environment of excellence and contemporary relevance which offers young musicians every opportunity to develop their artistic potential and professional competence and confidence.

Leading the strategic development and operational management of their Department's educational provision, this key post is specifically responsible for the development, curricular design, programming and management of the Department including student recruitment, all aspects of delivery of the Professional Studies module (incorporating one-to-one and small group tuition, chamber music, professional skill development and departmental ensembles) and its assessment; staff recruitment, management and development; concerts and associated departmental events; and the development of initiatives and partnerships both within Trinity Laban and externally.

Heads of Department hold an important position in the projection of the public reputation of Trinity Laban. Through their ambassadorial role within the world-wide music/music education community, their leadership internationally, and their engagement with and support of Trinity Laban's Development initiatives, they help sustain and build Trinity Laban's position as an international conservatoire.

## **MAIN DUTIES AND RESPONSIBILITIES**

A Head of Department's responsibilities fall into the following areas:

- Leading and managing
- Maintaining and enhancing quality and standards
- Advising and supporting students
- Contributing to whole Institution matters
- Promoting Trinity Laban
- Teaching, assessing and recruiting
- Researching and sharing their artistic expertise (e.g. through performance / composition)
- Advising and supporting Trinity Laban Development, Marketing & Communications and Student Recruitment & International Relations activities
- Developing the work of Trinity Laban nationally and internationally

It may be the case that, as part of his or her overall leadership responsibilities, the Head of Department may undertake a specific additional leadership role. In this case, the Job Description for that additional duty should also be consulted.

### **Management and administration**

1. Lead and manage the staff of the Department (full-time, part-time, hourly paid and visiting), including implementing formal Performance Management processes, inducting and mentoring new staff, and contributing to the design and implementation of the annual Staff Development programme.
2. Lead communication within the Department with both staff and students, including acting as Chair of Departmental meetings, setting agendas and coordinating and responding to student and staff feedback as required.
3. Make an active contribution to other Institutional groups and committees relevant to the duties of a Head of Department including the Music Management Group and Subject Group; Programme Committees; Programme, Departmental and team meetings; etc.
4. Oversee any existing Departmental partnership arrangements and support the development of other relevant educational and/or artistic partnerships for the benefit of Trinity Laban students and staff and to enhance Trinity Laban's offer and profile.
5. Take overall responsibility for Health and Safety within the Department.

### **Academic, artistic and musical**

1. Lead the design, implementation, maintenance and development of teaching, assessment and other curriculum initiatives within the Department across all relevant study levels, taking account of relevant Institutional and national strategies, policies and requirements, aligning Departmental training with the relevant degree/diploma programmes in liaison with Programme Leaders, and participating in Faculty curriculum development, monitoring and review processes as required.
2. Organise the annual programme of Departmental classes, workshops, masterclasses, competitions, prizes and Open Day and other public events and activities associated with the Department.
3. Lead the processes of recruitment, audition and selection of students for the Department, in collaboration with the Assistant Director of Music & Head of

Performance and Head of Student Recruitment and International Relations actively participating in the development of new and existing relationships with feeder institutions, other agencies and organisations in the UK and overseas.

4. Recommend, and where authorised to do so, make offers of student places and scholarships.
5. Conduct an annual review of curricula for all disciplines/pathways within the Department, evaluating the relevance and balance of curricular offerings, ensuring that these meet both professional and academic expectations and standards and that they enable students to progress appropriately.
6. Lead the development of pedagogic materials for inclusion within the Institutional VLE and/or other electronic platforms (e.g. the worldwide web) in support of Departmental learning opportunities.
7. Oversee the induction process for new students, ensuring the provision of accurate, high-quality and clear information about Departmental learning opportunities, answering student queries and giving advice as appropriate.
8. Ensure the monitoring of progress of all students within the Department, including direct participation in formal assessment, review and disciplinary procedures, providing guidance on matters relating to students' personal and academic development, and referring students to relevant institutional support structures as appropriate.
9. Participate in the annual assessment process, operating as one of the Faculty of Music's trained panel chairs or internal examiner as appropriate, training suitable deputy chairs as required, and attending assessment boards.
10. Contribute significantly to the planning and delivery of the Faculty of Music performance schedule through a leading role in the recommendation, development, planning, and scheduling of relevant Departmental, cross-Departmental and Institutional ensemble performance activities and chamber music, and monitoring performing standards through concert attendance.
11. Oversee the selection/nomination of Departmental students for ensembles, internal and external performance opportunities, competitions and prizes, enabling and enthusing students to take an active and committed role within Trinity Laban's performance activities.
12. Make a personal contribution to teaching, coaching, supervision and/or ensemble direction within the Faculty of Music.
13. Contribute to the development of the Institution's research culture undertaking research (practice-based, pedagogic, musicological, etc.) personally and, with the Head of Research, assist in maximising the research impact of members of staff within the Department.
14. Gather information, through the Department, on the activities/achievements of present and former students (alumni) and staff communicating this as appropriate to other colleagues / departments within the Institution and contributing Departmental news to internal and external communications as required (e.g. prospectus/website copy, newsletters, etc.).
15. Provide written and/or verbal references for staff and students as required.

## **Resource management and control**

1. Manage the Departmental class staffing budget and any associated resources, exercising financial control and adopting a cost-effective approach to the provision of training.
2. Allocate on an annual basis teaching, assessment and audition duties to all teaching staff within the Department in conjunction with members of the Registry team as appropriate.
3. Seek out and make recommendations on the recruitment and appointment of musicians and teachers of excellence to the teaching staff of the Department to the Director of Music and Principal.
4. Oversee the Departmental instrument/equipment collection, making recommendations on annual capital purchases as required.
5. Contribute to the Faculty of Music annual Departmental Planning and periodic curriculum review processes.

## **Promotion and advocacy**

1. Promote, as a key Institutional ambassador, Trinity Laban nationally and internationally, seeking opportunities for contacts, collaborations and other opportunities that will enhance the Trinity Laban student experience and support the reputation of the Institution.
2. Develop personal contacts and recognition by pursuing purposeful and sustained involvement with the profession.
3. Represent Trinity Laban at home and abroad (including performance/composition activities, competition juries, seminars, conferences, committees, external examining/reviewing, consultancy, involvement in professional bodies, liaison with specialist music schools and partner institutions etc.).
4. Establish and maintain contact with those leading equivalent departments in other institutions and contribute, where appropriate, to the development of ideas relevant to the Faculty across the sector.
5. Maintain an active interest in pedagogic innovations in relation to both the relevant Departmental disciplines and music / education in general, keeping up-to-date with the teaching methods, standards and content of studies within other institutions and the wider music profession both within the UK and overseas.
6. Support the work of the Trinity Laban Development Department in relation to fundraising initiatives such as concerts and events, and assist in the stewardship and cultivation of existing and new Faculty of Music donors.
7. Inform the Director of Music, Music Management Group and wider Institution as appropriate about developments in the Department.

**Other Duties:**

- To assist the Assistant Director of Music & Head of Performance as and when necessary and undertake any other appropriate and relevant duties that may reasonably be required;
- The role requires regular evening concert attendance and other evening and/or weekend events that may be appropriate to the post, compensated by time off in lieu.

**The post holder must:**

- At all times be committed to Trinity Laban's Equality, Diversity and Access Policy;
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Engage actively with the range of IT systems and platforms currently in use within Trinity Laban;
- Act with professionalism and integrity at all times in the carrying out any duties for and on behalf of Trinity Laban;
- Be willing and able to travel (nationally and internationally) to represent the Conservatoire and attend meetings, conferences and/or any other events both within and outside normal working hours related to the duties described above, as required by the Director of Music;
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible;
- Participate in relevant Institutional staff development/instruction programmes as required by the Director of Music;
- Ensure that personal leave is taken at times which do not conflict with the efficient discharge of the above duties.

**Please note:**

*The above list reflects the core activities of the role at the time of appointment. It is not exclusive or exhaustive and the post-holder must be willing to adapt to changing institutional priorities, which will inevitably lead to changes in duties. The post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

**Further information:**

Trinity Laban has a no smoking policy on its premises.

## PERSON SPECIFICATION: HEAD OF KEYBOARD

Criteria	Essential	Desirable
<b>Education, Qualifications &amp; Training</b>		
A good quality honours degree in music or equivalent	X	
Masters or higher qualification		X
Teaching Qualification or other equivalent accreditation (HE or other)		X
<b>Knowledge &amp; Skills</b>		
Excellent communication skills (written and oral), including ability to lead and operate as part of a team through consultation, co-operation and mutual professional respect	X	
Evident ability to take a strategic overview, and to plan, delegate and organise effectively	X	
Knowledge of the current – and understanding of the likely future – needs of the wider music performance sector	X	
Demonstrable interest in curriculum development, programme design and delivery and quality assurance procedures	X	
Active research profile (practice-based, pedagogic, musicological, etc.)		X
Ability to utilise a range of IT systems/resources confidently and to good effect in relation to communication and in support of pedagogy	X	
<b>Previous Experience</b>		
Versatile and creative music educator, with experience that has led to the internalisation of performance standards at an international professional level, and the ability to make and articulate well-grounded judgements	X	
Established and current professional performance profile	X	
Substantial engagement with music education and training at pre-Higher Education levels including substantial teaching and assessment (internal &/or external) experience	X	
Experience of music teaching and/or examining at a range of levels and/or in a range of environments	X	
Familiarity with the procedures and processes of the higher education sector, including matters relating to learning and teaching, quality assurance and the facilitation of student-centred learning	X	
Leadership within a higher music education &/or training context (e.g. leadership of an area of study &/or a component/module within an HE degree/diploma programme)	X	
Experience of managing budgets		X
<b>Personal Characteristics</b>		
Capacity to set and meet own objectives; self-motivated	X	
Ability to accept and fulfil delegated responsibility, to motivate others to work cooperatively and to establish and maintain effective relationships at all levels	X	
Systematic worker, able to use time efficiently, meet priorities and deadlines and act on their own initiative when necessary	X	
Evident record of relevant professional development and commitment to a continuing professional development profile	X	

**Please note:**

**Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.**

## **CONDITIONS OF SERVICE – SUMMARY**

- Contract:** Permanent, Full-time, subject to a one year probationary period.
- Hours:** 35 hours per week (1 FTE). Flexible working, including regular evening and occasional weekend work is required, for which time off in lieu will be given.
- Location:** You will be based at the Faculty of Music's building, King Charles Court, Old Royal Naval College, Greenwich, but you may also be required to work at the Laban Building, Faculty of Dance.
- Salary Scale:** Trinity Laban Staff Salary Scale, Grade 8, Incremental Points 37 - 43, £43,638 - £51,367 p.a., inclusive of a London Weighting Allowance of £3,645 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
- Annual Leave:** 40 days in addition to Statutory, Bank and Public Holidays.
- Pension Schemes:** The successful candidate will be auto-enrolled in to The Teachers' Pension. Employee contributions are dependent on their monthly salary. The Conservatoire currently pays the Employers contribution at the rate of 16.48% of pensionable salary.
- Sick Pay:** Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
- Professional Development:** An annual allocation of 20 days is attributed to all staff on academic contracts, in relation to which a range of Staff Development opportunities are available. Where appropriate, additional acknowledgement of research-active status (i.e. in relation to any staff member being submitted within the periodic Research Assessment exercises e.g. REF2021) may attract an allocation of research time within their contracted duties.
- Car Parking:** A limited number of parking spaces are available at both sites, subject to availability.
- Cafeterias:** Our cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
- Classes:** Reduced rates access to most Adult & Children's Classes.
- Events:** There are a wide range of music and dance performances each week, most of which are free to members of staff.
- Childcare:** Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
- Health:** Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Trinity Laban Health Department. Vouchers for eye tests are available for VDU users.

## **INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE**

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk)