

MOUNTVIEW

Job Description

JOB TITLE:	Senior Music Tutor (0.6 FTE)
RESPONSIBLE TO:	Head of Music
RESPONSIBLE FOR:	Supervision of visiting Music Tutors and Musical Directors as agreed with Head of Music
WORKS CLOSELY WITH:	Joint Heads of Singing Academic Staff across Performance disciplines
LIAISES WITH:	Other Academic and Administrative Staff

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Senior Music Tutor is a key member of the Music and Singing team at Mountview, primarily responsible for the delivery of lessons in Musicianship (Theory & Aural), Instrumental Ensemble, Singing Rep and Acting Through Song across the Acting, Actor Musician and Musical Theatre pathways, as well as assessing student learning and progression in this area, and contributing to the delivery and development of the music and singing curriculum as a whole.

Reporting to the Head of Music, and working closely with the Joint Heads of Singing and academic staff across Performance disciplines, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that tuition is responsive to students' individual development and the needs of the professional creative industries.

KEY RESPONSIBILITIES

Training and Tuition

- Deliver lessons in Musicianship (Theory and Aural), Instrumental Ensemble, Singing Rep and Acting Through Song across the Acting, Actor Musician and Musical Theatre pathways.
- Provide accompaniments for auditions, shows, assessments and other music and singing activities as required.
- Provide additional support and music tuition for students working on projects and performances as required.

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- Occasionally lead a project, rehearsal or other music and singing activity as required.
- Contribute to the development of the music and singing curriculum as a whole as part of the Music and Singing team.

Student Learning, Progression and Assessment

- Ensure that music tuition is set within a clear, agreed and supportive framework for student progression and development.
- Contribute to student assessment and feedback processes, procedures and meetings.
- Ensure that all music teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Complete monitoring, assessment and evaluation reports as required.

Student Recruitment and Welfare

- Contribute to the process of recruiting, selecting and auditioning students.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.

Staff and Resource Management

- Assist the Head of Music with the recruitment, support and management of visiting music staff.
- Help plan staffing and resourcing for music and singing work, and work within agreed budgetary parameters and financial policies and procedures.
- Assist with the efficient and effective day-to-day delivery of the music programme.
- Maintain the highest levels of health and safety standards and work within agreed health and safety policies and procedures.

Team Working

- Work collaboratively with other academic staff/senior tutors in pursuit of shared learning outcomes for students.
- Work constructively as part of the Music and Singing team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

PERSON SPECIFICATION

Specialist Training and Teaching Experience

- Wide knowledge and experience of teaching Musicianship (Theory and Aural), Instrumental Ensemble, Singing Rep and Ensemble Singing at a professional level.
- Experience of teaching music at all levels, particularly as part of a professional vocational training programme.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Relevant teaching qualification is desirable.

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- Strong commitment to training the next generation of performers for the professional creative industries.

Musical Skills and Experience

Essential

- Music degree or equivalent with evidence of vocational training in music.
- Advanced keyboard skills (essential) and other instrumental skills (desirable).
- Professional experience as a keyboard player and accompanist.
- Advanced music sight reading skills.
- Knowledge and experience of a broad range of musical theatre and classical repertoire from music hall and vaudeville to contemporary pop and rock (essential), classical music and opera (desirable).
- Professional experience as a Musical Director and of working with Musical Directors in a theatre context.
- Experience of working with Actor Musicians as performer, Musical Director or composer/arranger/orchestrator.
- Composing/arranging/orchestration skills at professional level, including an understanding of how to write for the voice in different musical genres, and how to arrange in order to facilitate the needs of Actor Musicians.

Desirable

- Professional experience of using MainStage and ability to teach Programming to postgraduate level.
- Experience and proven ability as a music arranger, with a working knowledge of Sibelius/Finale programmes.
- Experience of stick conducting and ability to teach conducting technique.

Personal Qualities and Attributes

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritise and manage workload and practical delivery of programme of work as required.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

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The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15. Mountview reserves the right to require you to work at such other place of business within Greater London as the organisation may require, or work from your own home for online delivery when necessary.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

TERMS AND CONDITIONS

Salary: Circa £28K per annum, pro rata, depending on experience.

Contract: Permanent, part time.

Hours: 24 hours per week (0.6 FTE), exact days to be agreed with line manager, with appropriate unpaid breaks. Additional hours may be required, as agreed with the post holder and determined by the needs of the business..

Holiday: 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

CLOSING DATE

The closing date for completed applications is **Tuesday 13 July at midday**.

INTERVIEWS

Interviews are likely to take place in the week commencing **Monday 19 July**.

HOW TO APPLY

Please send a **completed application form** and **equal opportunities monitoring form** with your **current CV** to Alistair Owen, HR Manager, at alistairowen@mountview.org.uk.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.