

DESCRIPTION & PERSON SPECIFICATION

1. JOB DETAILS

Job Title:	Head of Woodwind
Dept/Faculty:	Woodwind
Location:	Royal Academy of Music, Marylebone Road, London NW1 5HT
Responsible to:	Deputy Principal
Responsible for:	Teaching staff in the Woodwind Department
Internal/external contacts:	Principal and other Senior Managers, Director of Artistic Planning, Heads of Undergraduate and Postgraduate Programmes, Heads of Departments, Teaching Staff, Academic Secretariat, Registry, Departmental administrators, Students, a wide variety of external contacts within the music profession and Higher Education

2. PURPOSE OF THE JOB

The Head of Woodwind will draw on their experience as a leading performer and teacher to maintain and develop the world-class reputation of the Academy's Woodwind Department, providing creative and stimulating leadership to students and teaching staff, and playing an integral role in the educational and artistic planning and delivery of the Academy. The appointee will be responsible for the planning, organisation, development and day-to-day operation of the Woodwind Department within the Mission and Strategic Plan of the Academy.

3. KEY ACCOUNTABILITIES

The Head of Woodwind will:

- Develop the profile of the Woodwind Department
- Act as an advocate for the Department and the Academy within the music profession and the music education sector
- Develop departmental recruitment strategies to attract students and staff of the highest calibre
- Lead Woodwind Department Open Days
- Work with the Assistant Registrar (Admissions and Financial Awards) in the organisation of auditions and student recruitment procedures
- Work with the Director of HR in the organisation of staff recruitment procedures
- Oversee the appointment, induction, supervision, management and training of Woodwind Department staff
- Oversee the educational experience of all students within the department, including solo performance, chamber music, orchestral and other principal-study activities

- Allocate principal-study teacher(s) to each woodwind student
- Monitor and develop standards within the Department
- Develop the Woodwind curriculum in line with current Academy strategies and in consultation with the Deputy Principal
- Develop and oversee delivery of innovative projects for solo, chamber and ensemble work, including concert programmes, commissions, recordings and collaborations with other Departments
- Plan the annual cycle of departmental activities in collaboration with the Departmental Administrator
- Contribute to departmental teaching and training, including principal study lessons, performance classes, conducting and chamber music coaching as appropriate and by agreement with Deputy Principal
- Undertake examining and auditioning
- Advise individual students on their professional and artistic development
- Write reports on students for internal use as required by the Academy, and references for external use
- Collaborate with the Dean of Students to oversee the safeguarding and wellbeing of all members of the Woodwind Department
- Plan and manage the Department's budget in consultation with the Deputy Principal and Director of Finance
- Collaborate with the Director of Philanthropy to identify and develop opportunities for philanthropic support for the Woodwind Department
- Collaborate with the Director of Communications and Marketing in the promotion and marketing of the Woodwind Department
- Contribute to the development and implementation of Academy strategies and policies through membership of Academic Board and other committees and boards
- Contribute to the artistic planning of Academy activities through membership of the Artistic Planning Group
- Oversee the accuracy and currency of all departmental documentation, including the Woodwind Department Handbook and the Woodwind Department pages on the Academy's website.
- Ensure that departmental staff are regularly kept informed of institutional developments
- Deal with student and staff grievances and disciplinary matters arising within the department
- Ensure departmental commitment to equality, diversity and inclusion.

To carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the Deputy Principal.

4. GENERAL

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the postholder.
 2. All employees have a duty to comply with the Academy's published policies and procedures, and at all times work within the spirit and scope of Academy's Equality, Diversity and Inclusion Policy.
 3. The Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment, in line with the Academy's Safeguarding policy.
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PERSON SPECIFICATION

Job Title: Head of Woodwind

Department: Woodwind

Date: October 2020

CATEGORY	ESSENTIAL	DESIRABLE
Skills/knowledge/competencies:	<p>A performer of distinction, respected nationally and internationally</p> <p>A proven teacher and trainer of woodwind players at the highest level</p> <p>An experienced and demanding ensemble director and coach who can deliver ever-higher standards and promote and inculcate the values and expectations of professional life</p> <p>A detailed knowledge of the music business, and how it is evolving</p>	<p>Knowledge of UK Higher Education</p> <p>Detailed knowledge of the standards within both the UK and international conservatoire sectors</p>
Experience:	<p>Extensive high-level experience as a performer at the highest level</p> <p>Experience of teaching at the highest level</p>	<p>Experience of programme/course management within HE</p> <p>Some experience of research either through practice, creative work or scholarship</p> <p>Sound financial awareness and budgeting skills.</p>
Qualifications/Training:		<p>Bachelor's degree in relevant area.</p> <p style="text-align: right;">Cont...</p>

<p>Personal Qualities/Attributes:</p>	<p>An energetic leader with the skills and potential to take the department forward with commitment and panache</p> <p>The ability to manage a cohesive and purposeful team of professors, visiting staff and administrators</p> <p>Excellent communication skills, ability to work independently and as part of a team</p> <p>Ability to relate effectively to students from a wide range of backgrounds, and to provide them with advice and guidance of all kinds</p> <p>Ability to instil an ethos of mutual support and ambition in the department</p> <p>Ability to represent the Academy in a wide variety of contexts</p>	
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