Title: Visiting Lecturer – Undergraduate and Postgraduate Programmes

Date: August 2013

1. **Introduction**

1.1 The purpose of this job description is to define the duties of this post.

2. **Duties**

2.1 The main duties of this post are:

2.1.1 Teaching work with students

2.1.2 Tutorial work with students (including group teaching, one to one tuition and personal tuition).

2.1.3 Assessment of students, including the supervision of projects.

2.1.4 Attendance at Exam Board and staff meetings directly associated with delivery of programmes of work.

2.1.5 Marking course work and examination scripts.

2.1.6 Appropriate research activity

2.1.6 Other duties directly associated with the purpose of the post

3. **Exclusions**

3.1 You are not required to perform the following activities.

3.1.1 Consultancy.

3.1.2 Course leadership or staff management.

3.1.3 Marketing activities.

3.1.4 Other duties not directly associated with the delivery of this programme of further and higher education.
Birmingham City University

Visiting Lecturer Job Description 2

Title: Visiting Lecturer to Non-award bearing programmes

Date: August 2013

1. Introduction

1.1 The purpose of this job description is to define the duties of this post.

2. Duties

2.1 The main duties of this post are:

2.1.1 Teaching work with students

2.1.2 To ensure compliance with Health and Safety and Security Procedures.

2.1.3 To provide technical support and advice to staff and students

2.1.4 To maintain equipment and other facilities as appropriate

2.1.5 To undertake any required administration

2.1.6 Other duties directly associated with the delivery of this non-award bearing programme

3. Exclusions

3.1 You are not required to perform the following activities.

3.1.1 Personal tutorial work with students

3.1.2 Assessment of students

3.1.3 Attendance at Exam Boards and staff meetings

3.1.4 Marking course work and examination scripts

3.1.5 Consultancy

3.1.6 Course leadership or staff management.

3.1.7 Marketing activities.

3.1.8 Other duties not directly associated with the delivery of this non-award bearing programme.
Title: Visiting Lecturer – Conservatoire Departmental Heads, Undergraduate and Postgraduate Programmes

Date: August 2013

1. Introduction

1.1 The purpose of this job description is to define the duties of this post. This post is undertaken as a separate, additional post by existing Visiting Lecturers in the Conservatoire.

2. Duties

2.1 The main duties of this post are both managerial and administrative

2.1.1 Managerial/administrative duties include:

2.1.2 Management of a team of Visiting Tutors who teach in the same first-study department

2.1.3 Allocation of students to first-study tutors

2.1.4 Organisation of department concerts, classes, workshops, master classes and rehearsals

2.1.5 Management of the department auditions process including setting up assessment panels, booking accompanists and determining which applicants might be offered a place

2.1.6 Responsibility for setting up first-study examination panels and briefing any external specialist examiners

2.1.7 Constructing and developing appropriate curricula within their first-study area

2.1.8 Ensuring the quality of student experience in their area of responsibility.

2.1.9 Advocacy and leadership in the department
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<th>Essential</th>
<th>Desirable</th>
<th>How Identified</th>
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<tr>
<td>1. Physical</td>
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<td>2. Qualifications</td>
<td>Bachelor’s degree or equivalent.</td>
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<td>3. Experience</td>
<td>Substantial experience of teaching and operating at HE level in music.</td>
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<td>Substantial experience in their own field of expertise.</td>
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<td>4. Training</td>
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<td>5. Special Knowledge</td>
<td>Detailed knowledge of their own discipline.</td>
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<td>Circumstances</td>
<td>Flexible approach to work.</td>
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<th>Personal Skills</th>
<th>Must be organisationally competent and able to lead a small team (if required).</th>
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<td>Ability to empathise with and support students as they prepare for performances and examinations.</td>
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<th>Practical and Intellectual Skills</th>
<th>Good communication and organisational skills.</th>
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<th>Legal Requirements</th>
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<th>Other Requirements</th>
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Disclosure and Barring Service (DBS) Checks – the Role of the Recruiting Manager and Line Manager

To ensure compliance with the process detailed in section 6 of this guidance, it is recommended that the following actions should be considered and implemented at Faculty/School level:

• The Faculty/School should ensure that the Recruiting Manager (for new VTs) and the Line Manager (for existing VTs) are provided at the outset with the University procedures regarding the DBS Checking requirements to ensure that they understand what those requirements are and their responsibilities within those procedures.

• The Faculty/School should ensure that the Recruiting Manager (for new VTs) and the Line Manager (for existing VTs) are made fully aware at the outset that it is their responsibility to ensure that they email HR and the Budget Holder to request the DBS check in accordance with the above procedure.

• The Faculty/School should ensure that the Recruiting Manager (for new VTs) and the Line Manager (for existing VTs) are made fully aware at the outset that they will be accountable for any issues arising out of non-compliance with this procedure.

• If the Recruiting Manager or Line Manager believe that the Visiting Lecturer they wish to utilise in a post which requires a DBS check is already an existing member of University staff working in another Faculty/Department, and a relevant DBS check may therefore have already been completed, they should ensure that confirmation of this fact is sought from the HR Department prior to the Visiting Lecturer in question undertaking the work required by the Faculty.

• The Faculty/School should ensure that the Recruiting Manager is aware at the outset that if the Visiting Lecturer they wish to appoint to a post which requires a DBS check has previously worked for and subsequently left the University at an earlier date, they will still be regarded as a new member of staff and the requirement to request a new DBS check in accordance with these procedures will still apply.

• If Faculties wish to appoint students to undertake work as a Visiting Lecturer in a post which requires a DBS check, these procedures will still apply.

• If Faculties wish to utilise an individual to undertake some form of work on a voluntary basis in a role which requires a DBS check, these procedures will still apply.

• If the Faculty/School/Recruiting Manager/Line Manager has any questions or concerns about the DBS requirements or procedures, they should contact the HR Department.