

BSc (Hons) Live Sound Engineering and Music Production Programme Leader

Spirit Studios is an independent higher education provider with over 40 years experience specialising in music production, sound engineering and music business. Our industry-led courses offer small-class sizes, personalised learning and support, and the opportunity to learn from industry experts.

Title of the Post: Programme Leader

Location: 65-69 Downing Street, Manchester, M1 7JE

Responsible to: Head of Education

Pay Scale: £36,000 - £37,500

Hours of work: 35 hours per week. 7 hours per day between 8:30am – 6:00pm

Responsible for:

Management and oversight of course delivery. Quality assurance of teaching and learning on the course, and coordination of course teaching staff. Curriculum development and oversight. Liaison with academic partners, Spirit Studios Senior Management Team (SMT), admin staff, and students in all aspects of course delivery. Following Spirit Studios policies and procedures relating to students and curriculum delivery, assessment boards, accreditation and course validation events.

Main Contacts:

Head of Education, Academic Administrator, Welfare Officer, Head of Technology, Admissions & Recruitment, Student Attendance & Support, Module Leaders and Tutors within your curriculum area, Head of Marketing and Comms.

Key Tasks and Responsibilities:

- Deliver high quality teaching and learning.
- Coordinate the activities of tutors contributing to the curriculum area(s) within your remit.
- Coordinate with the Academic Administrator for a range of programmes and levels within the curriculum area.
- Oversight of the assessment, marking, and moderation process.
- Contribute to quality assurance processes with direction from the Head of Education.
- Support Head of Education with the continuous course enhancement process.
- Coordinate with the Head of Education to develop innovative approaches to teaching, learning, and assessment.
- Support the Head of Education with academic / assessment related issues.
- Liaise with tutors to develop curriculum content and material.
- Coordinate with the academic team to monitor student attendance, and input into the Student Engagement and Attendance Monitoring process.
- Coordinate with the Welfare Manager to monitor and action student welfare on your programme.
- Attend and represent your Programme at the Student Staff Liaison Committees (SSLC).
- Represent and actively promote Spirit Studios at internal or external events as required.
- Coordinate with the Head of Marketing to assist with marketing materials and course specific copy.
- Oversee module VLEs (Google Classroom) with support from the Academic Team.
- Coordinate with the Head of Technology and the technical team to ensure appropriate provision of resources for delivery of the curriculum area.
- Engage with the interview process to ensure all learners are offered appropriate learning routes/options. Liaise with Admissions and Recruitment for the arranging of interviews and offers.
- Participate in staff days, professional development activities and training.
- Participate and assist in the recruitment of teaching staff.
- Continue to maintain and develop new industry relationships to promote employment opportunities for current students and graduates.
- Undertake any other duties that may be reasonably required, commensurate with the scope of the post and agreed with the Head of Education.

Minimum Essential Requirements

- Undergraduate degree in a music related subject.
- Evidence of successful coordination of learners within a HE setting.
- Experience of delivering teaching and assessment in Higher Education at undergraduate level.
- Ability to teach at level 6.
- Experience of practical teaching in music based subjects.
- Industry experience and a good knowledge of creative industries technologies.
- Understanding of an individual's responsibility for promoting and safeguarding the welfare of individuals.
- Ability to work effectively with others in the planning, delivery, and assessment of teaching activity.
- Excellent interpersonal and communication skills.
- Ability to support the needs of a diverse cohort of student learners.
- Commitment to equality, diversity and inclusion.

Desirable Abilities

- Postgraduate degree in a relevant subject area.
- Experience supervising individual student projects such as dissertations.
- A formal teaching qualification (e.g. PGCE).

Benefits

- Generous annual leave entitlement
- Educational discounts on music production hardware and software
- Cycle to work scheme

How to apply

Apply by email with a CV and covering letter detailing how you meet the criteria above, to the Head of Education, rachel.emms@spiritstudios.ac.uk

Applications close on **Sunday 27th July 2025.**