

National Open Youth Orchestra – Assistant Music Leader

£21.00 per hour excluding holiday pay

The role:

The Cardiff National Open Youth Orchestra (NOYO) Centre is run as a partnership between [Open Up Music](#), the [Royal Welsh College of Music and Drama \(RWCMD\)](#) and [BBC National Orchestra of Wales](#). The Cardiff role will be integrated and remunerated within the RWCMD Pre-college staff structures and will report to the Deputy Director of Music.

The role of the Assistant Music Leader will be contracted by Professional and Support Services Limited (who provide services to RWCMD) and will be required to lead and conduct rehearsals at the RWCMD NOYO Centre, responding to the specific needs and requirements of the young musicians, guiding their musical development in line with NOYO expectations.

About RWCMD:

The College attracts the best creative talent from across the globe. As Wales' national conservatoire, we fire imagination and drive innovation, offering training to almost 1000 musicians, actors, designers, technicians and arts managers from more than 30 countries. Our students' extraordinary talent and potential is fused with exceptional teaching and unrivalled industry links, to bring dreams to life. Creative ambition and collaboration are central to our excellence.

Our students are immersed in a live industry environment from the moment they arrive. With some of Wales' most prestigious venues, the College operates a dynamic arts centre, and our performance programme of world class professionals is integral to students' training. We nourish our future professionals, so they push new boundaries and make their mark in the creative industries, aspiring to brilliant careers. The future starts here.

We are committed to creating a workforce that is representative of society. Currently, people from ethnically diverse communities, those who self-identify as disabled, neurodiverse and transgender, and Welsh speaking individuals are under-represented, so we are keen to hear from candidates from these under-represented groups. Based in Cardiff, RWCMD are seeking an energetic, experienced individual of the highest calibre, to make a major contribution to the future of the College.

This post will be contracted as a permanent hourly paid tutor role.

We offer a number of employee benefits including an excellent pension scheme and operate a flexible working system. For more information: [Discover the advantages of working with us.](#)

If you are a successful candidate and this position will be your first professional services role at the University (or you are currently employed by PSS Ltd), you will be employed by Professional and Support Services Limited, a wholly owned subsidiary of the University of South Wales, which provides services to the University and Colleges. If you are an internal professional services candidate, from the Royal Welsh College of Music and Drama, you will continue to be employed by the Royal Welsh College of Music and Drama.

For an informal conversation about this post please contact kevin.price@rwcmd.ac.uk

To apply, please submit an expression of interest addressing each point in the personal specification, together with a CV to hr@rwcmd.ac.uk by 30 March 2023.

The interviews will take place at RWCMD on 26 April.

Apply online <https://www.rwcmd.ac.uk/who-we-are/careers>

Job position	NOYO Assistant Music Leader
College	Royal Welsh College of Music and Drama
Department	Music - NOYO
Grade and salary	£21.00 per hour excluding holiday pay
Hours of work	Hourly paid
Contract duration (perm/fixed term)	Permanent
Reports to (job title)	Deputy Director of Music, Royal Welsh College of Music and Drama

Job purpose

As Assistant Music Leader, you will lead and conduct rehearsals at the RWCMD NOYO Centre, responding to the specific needs and requirements of the young musicians, guiding their musical and artistic development in line with NOYO expectations.

Key responsibilities

As Assistant Music Leader, you will teach, assess, plan and be responsible for administrating the NOYO course across the Junior Conservatoire programme, and in the wider college, contributing to the strategy and content of the curriculum.

Course Responsibilities

- To contribute fully to the current recruitment and audition procedures for the NOYO and Junior Conservatoire programmes
- Work collaboratively as a team member to support the work of your colleagues, particularly in assisting the Deputy Director of Music and Head of Junior Conservatoire to timetable and administer the NOYO work, manage the students' academic and pastoral welfare, and insure a holistic and integrated practice across the departments and with the wider college.
- Assist with planning and preparation for rehearsals. This may include developing and arranging parts for a range of instruments including Clarion and electronic instruments.
- Work in a way that is well organized, prioritizing and delegating where necessary.

Learning and Teaching

- Assist in the design and delivery of a range of appropriate teaching material and techniques for the NOYO programme which aligns with the Junior Conservatoire and BMus programmes, including ensemble teaching, assessment, and supervision of one-to-one tuition.
- Demonstrate good practice in teaching, learning and assessment through scholarship and the use of a wide range of learning resources and appropriate pedagogic practice that are fair to all and meet academic and professional standards.
- Ensure your own and the students' work is effective, challenging, healthy, and inclusive.
- Assist in the support the development of high quality, inspirational and inclusive music delivery across a range of environments working with disabled young people, and those with additional needs.
- Work alongside the NOYO Music Leader to assist in the leading and conducting of regional rehearsals for disabled young musicians, prioritising and delegating as necessary.
- Formal assessment and evaluation of musical progress and development, aligned with ABRSM structure.

Key responsibilities

- A flexible, young-person-centred approach to developing and arranging new music with musicians, including the use of scores and notation. Using initiative to innovate musically as well as working within a given framework.
- Ensure that all participants are equally included in activities and have an equal opportunity to progress musically.

Student Experience

- Promote and implement initiatives, practices and positive working relationships that enhance the student experience at all times, using scholarship, personal experience and the range of metrics available, in collaboration with Open Up Music, RWCMD and BBC Now
- Contribute to the pastoral support of students, and to offer guidance and support for future development as required.
- Contribute to the wider student experience such as participation in recruitment events, involvement in employability initiatives, wellbeing and inclusivity plans or specific enhancement activities as appropriate.
- Use and value a range of forms of communication including musical, verbal and physical, enabling the 'voice' of the young person to be heard

Academic Citizenship and Leadership

- Reflect critically on your personal and peers' professional practice, using it to enhance both your own work and that of your colleagues, seeking evolving and innovative ways to improve and add value to the college and department.
- Contribute to committees, working groups and networks within and without the building, acting as an exemplary ambassador for the department and College, as appropriate.
- Promote a collegiate culture that encourages difference and respects diversity, working collaboratively with students, staff, and professionals across the college, education and creative industries.
- Online and in person liaison with NOYO Musical Director, NOYO Pastoral Support Officer and one-to-one instrumental teachers.
- Work collaboratively and responsibly and engage in online and in-person reflection discussions with other NOYO Music Leaders and Assistant Music Leaders.
- Visits to other NOYO Centres to shadow other Assistant Music Leaders.
- Liaise and report to the RWCMD and BBC NOW creative producers.
- Communicate with the NOYO team of practitioners via Basecamp (online workspace).
- Act as an ambassador and represent the vision, mission, values of NOYO, Open Up Music, RWCMD and BBC NOW

Assessment responsibilities

- To undertake assessment and feedback with students as necessary.
- To assist in the planning, design and development of assessment strategies for students and training in line with the college's academic guidance and industry expectations.
- To act as an examiner or moderator on assessment panels as required
- Contribute to the annual NOYO evaluation process as required.

Management Responsibilities

- Help select and undertake the induction and monitoring of visiting practitioners; ensuring staff observe the accepted codes of conduct and teach to the correct plan and level.
- Attend induction and development training, as well as Social Model of Disability Training, Disability Equality and Awareness training and Safeguarding Training.

Key responsibilities

- Follow RWCMD and NOYO safeguarding policies, code of conduct and additional policies for safe working.

Person Specification

To be able to undertake this role effectively you will need the key attributes and skills outlined below. When completing your application ensure you demonstrate how you meet these criteria.

1 *	Evidence significant experience of a student centred and vocational approach to teaching that shows genuine passion and enthusiasm combined with a desire to reflect upon and develop one’s own work and knowledge in order to develop the authenticity and freedom of each individual’s voice and embrace their ambitions and background.
2. *	Track record of delivering a practice based on a verifiable knowledge of teaching styles and methodologies, alongside knowledge and appreciation of a wide range of education backgrounds and contexts.
3.*	A demonstrable commitment to contributing to RWCMD’s core values of fairness, dignity and respect, and celebrating diversity, equality and inclusion of people from all sectors of society.
4. *	The ability to work collegially with an established team, with visiting staff (including directors), and external partners, seeking integration and consistency of approach to training across the programme and demonstrating excellent interpersonal skills (both verbal and written).
5. *	Demonstrate excellent organisational and administrative skills including the use of digital tools, time-management, clear thinking, the ability to prioritise competing demands alongside the flexible work patterns of a conservatoire and producing house.
6.	Ideally the ability to communicate (orally and in writing) in the Welsh language. RWCMD will support with any training or development needs in this regard.

Health Surveillance

Health Surveillance. To help ensure the health of employees is not adversely affected, and to meet its legal and duty of care obligations, we carry out a system of ongoing health surveillance checks where necessary. Health Surveillance is a legal requirement where work in noisy environments, using vibrating equipment or where hazardous substances are involved and is also necessary where identified by risk assessment. Your role has been identified as requiring health surveillance, therefore arrangements will be made at appropriate intervals for you to partake in the surveillance process. Please note, your cooperation in partaking in the process and allowing us to be informed of the surveillance findings is mandatory.

Health and Safety

It is your responsibility to familiarise yourself with, and comply with, the organisation’s Health and Safety Policies and Procedures. You must also be fully conversant with your health and safety responsibilities outlined in the Faculty/Department Health and Safety Management Arrangements document and implement accordingly.

Disability Confident Committed – Offer of an interview

The Royal Welsh College of Music and Drama is committed to employing a diverse workforce and creating an inclusive environment where staff can be themselves and every person is treated with dignity, fairness and respect. We welcome applicants from diverse backgrounds and communities, especially with regards to age, disability, gender, gender identity, sexual orientation, race and religion or belief. We guarantee that all disabled

Disability Confident Committed – Offer of an interview

candidates who meet all the key criteria for the job vacancy they are applying for are offered an interview. Key criteria are identified by * in the person specification above.