



BIMM
INSTITUTE

Recruitment Pack

Deputy Course Leader
Music Production
Manchester





BIMM Institute

The British and Irish Modern Music ('BIMM') Institute is proud to be recognised as Europe's leading, specialist provider of modern music education at further and higher education levels. We have eight colleges in London, Berlin, Dublin, Brighton, Manchester, Birmingham and Bristol and Hamburg, and over 50 years' experience helping students launch successful careers in the music industry.

Our goal is simple – to provide students with the best opportunity to achieve a sustainable career in the music or broader creative industries. In order to achieve this, we focus on three aims:

- We place creativity at the heart of what we do;
- We maintain strong links with the music and creative industries – locally, nationally and internationally – in order to benefit our students; and
- We ensure strong academic outcomes across all colleges and courses.

We recognise that our success is a result of the collective efforts of our talented and committed staff. We're pleased to growing our staff team as BIMM faces an exciting period of development.

BIMM Manchester

BIMM Institute Manchester was established in 2013 in Great Marlborough Street, growing quickly due to incredible demand. This led to the acquisition of our 'Bank Chambers' building in 2015, formerly used by the Bank of England to store gold bullion. The thick walls provide not only effective security for the gold, but also excellent sound isolation for musicians and producers.

BIMM Manchester now houses around 1300 students studying from Level 3 Diplomas to BA Degrees. Courses include Music Performance (Guitar, Bass, Drums, Vocals, Keyboards), Music & Sound Production, Electronic Music Production, Songwriting, Music Business, Event Management and Music, Marketing, Media & Communication.

Job Description

Job Title: Deputy Course Leader

Location: BIMM Manchester

Reporting to: Course Leader

Key Accountabilities:

- To manage, motivate and develop a team of teaching staff, ensuring they consistently deliver against their responsibilities
- To recruit Module Leaders and teaching staff as required to join the team, with support from the Head of Learning and Teaching and People Team, to ensure we identify talent using best practice and fair processes
- To provide ongoing advice and support students in their studies
- Comply with and implement as appropriate, all of BIMM's policies and procedures, with particular reference Safeguarding, Equality and Diversity, and Health and Safety.

Key Responsibilities:

- Responsible for ensuring module guides are completed for each course as required and all materials are made available on Moodle
- Ensuring all teaching materials and resources for the course are in place in good time to support the effectiveness of teaching staff in their lesson planning and delivery
- Complete regular lesson observations and work closely with the Head of Learning and Teaching, to ensure the quality of teaching, continued feedback and development of teaching staff
- Ensuring relevant continued personal development plans (CPD) are in place and implemented for teaching staff
- Ensuring appropriate assessment standards are understood and implemented by teaching staff
- Compiling accurate and timely assessment data as required
- Ensuring that the quality of teaching meets the required BIMM standards; proactively responding to feedback received and ensuring content and examples are relevant and that lesson content and materials are regularly refreshed
- Ensure assessments are carried out as directed.
- To mark assessments as directed and in accordance with the BIMM guides
- To moderate assessments and examinations as directed
- To complete detailed and informative student inductions



- To maintain industry connections to keep knowledge of industry and specialist subjects current and up to date to support your teaching success
- Provide academic input on existing and new courses and modules as requested

Teaching:

- Responsible for the delivery of teaching lessons as timetabled; ensuring students are engaged, informed and encouraged to achieve their full potential
- To deliver classroom teaching of your assigned modules, as per your contracted hours
- Ensuring appropriate deputies for classroom teachers are sourced by teaching staff
- Accurate and timely completion of lesson registers
- Report student absences accurately.
- Source and secure an appropriate deputy for classroom teaching when necessary
- To deliver academic tutorials for students as directed
- To deliver personal / mentor scheme tutorials

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.

Person Specification - Deputy Course Leader

Criteria:

- 5 - 10 years relevant industry experience
- Self-starter with lots of drive and initiative
- Passion for education and sharing knowledge to nurture the next generation of talent.
- Student centric approach
- Dedicated to continued personal development
- 5 years post PG Cert Qualified experience
- People Management Experience

Required Skills:

- Strong organisation skill
- Confident with good presentation skills
- Facilitation skills
- Leadership management skills

We are committed to establishing a culture of inclusivity across BIMM, so that we truly represent the diversity of our students and the creative industries, both in what we teach and how we work.

All posts are subject to Right to Work and DBS checks.