

A background image showing two people, a woman on the left and a man on the right, sitting and engaged in a conversation. The woman is wearing a dark, ribbed sweater and has her hands gesturing while speaking. The man is wearing a yellow sweater and is listening attentively. They appear to be in a professional setting, possibly a meeting or a panel discussion. The background is slightly blurred, showing what might be a presentation screen with some text.

Royal Northern College of Music

Candidate Pack

Vacancy: Learning and Teaching Manager

Reference No: 2526-01

Closing Date: 12 Noon, Friday 19 September 2025

Interview Date: Monday 29 September 2025

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Learning and Teaching Manager

Department: Academic Services

Responsible to: Head of Academic Quality and Standards

Overall Purpose of the Job

This is an opportunity to join a world-leading conservatoire and support the operations, development and enhancement of our academic portfolio, including learning and teaching, academic staff development and access and participation.

Working on their own initiative, within the strategic direction from the Director of Programmes, the role-holder will manage learning and teaching activities, such as to curate, co-ordinate and manage regular activities such as the Teaching Award Scheme, the Learning and Teaching conference, the Conservatoire Professional in Practice scheme, Academic Staff Development and projects that are required to meet regulatory requirements, such as TEF, and programme development.

Central to effective academic governance and quality assurance, they will continuously build their knowledge and understanding of the Higher Education and Conservatoire sectors to provide informed support for the Director of Programmes, managing committee responsibilities and actions, including taking on specific aspects of work to support committee actions where required.

Key Responsibilities, Accountabilities or Duties

- Be the first point of contact for liaison with the Director of Programmes on matters related to learning and teaching, academic staff development, and access and participation, providing a central point for all Executive Directors, Heads of Studies, and Academic Services. This includes document management, record-keeping and action management for working groups related to Learning and Teaching.
- Manage the timeline for the annual cycle of business, being proactive with data collection and information gathering at key points and supporting the Director of Programmes and reporting to the Head of Quality and Standards.
- Manage the timeline and actions for strategic work relating to quality assurance and enhancement via the internal Committee structure and continuous monitoring. This includes preparing, drafting, distributing and archiving standard reports, manipulating raw data and converting into any reporting format requested as needed by Programme Leaders, Heads of Studies, Head of Quality and Standards and the Director of Programmes to monitor academic standards and provide quality assurance.
- Manage the committee actions of the Director of Programmes, liaising with all internal and external stakeholders as necessary, gathering information and data as required and creating documents and templates, supporting the preparation of paperwork and leading on actions as required.
- Respond directly to requests from internal and external sources on matters relating to College policy and procedure as well as regular and ad hoc events.
- Provide specialist assistance for the executive functions of the Director of Programmes, such as those related to the conditions of registration, including managing strategic projects and administrative and project support to ensure the RNCM is proactive in external boards and national and international fora, such as Greater Manchester HE collaborations, CUK, AdvanceHE and AEC networks and the International Benchmarking Group Learning and Teaching forum.
- Manage financial processes relating to the budgets directly overseen by the Director of Programmes, ensuring financial processes are completed in a timely manner and provide assistance with budget tracking.

- Track progress against the Education Strategy and provide assistance for colleagues undertaking projects under its strategic objectives.
- In liaison with HAQS and the Programme Teams, manage processes to gather and monitor student opinion.
- To service College Committee(s) as required and support DoP with the Education and Quality Committee processes.
- Any other reasonable duties as may be required considering the post holder's qualifications, knowledge and experience.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Demonstrable experience of working in Higher Education and within HE regulatory frameworks, such as the Conditions of Registration relating to learning and teaching and the TEF exercise.	E	Application Form/Interview
Experience of engaging with stakeholders, both internal and external, and solving problems, working independently to provide advice and guidance on matters related to policy, regulation and procedure as necessary.	E	
Working within academic systems, experience of supporting processes and procedures related to quality assurance and enhancement.	E	
Experience of managing processes and procedures, and to support others in the development of processes that contribute to information and communication flow.	E	
Experience of working with a diverse range of stakeholders, internal and external, and acting as a first point of contact for a range of different areas with autonomy to make decisions as necessary.	E	
Budget management including the ability to support financial returns, costings, budget setting and monitoring	E	
Experience of minuting and/or note-taking and managing committee action plans.	E	
Experience of learning and teaching management in higher education, preferably in the Arts and Humanities or equivalent	D	
Experience of providing bespoke support to assist an Executive Director/ Senior Leader	D	
Experience within a small, specialist environment	D	
Skills		
Excellent communication skills and ability to be diplomatic.	E	Application Form/Interview
Highly organised and accurate with attention to detail and ability to communicate complex information to different stakeholders, such as students, teaching staff, executive directors, external collaborators etc.	E	
Ability to work effectively under pressure and the ability to prioritise a busy work schedule	E	
Proactive and an ability to use specialist knowledge and understanding to predict outcomes and work proactively.	E	

Ability to build and maintain relationships with collaborators at different levels, both internally and externally.	E	
Creative approach to problem solving and ability to collaborate in order to find solutions to complex problems.	E	
Ability to manage multiple and complex projects and work dynamically across multiple teams	E	
Ability to identify and create new processes to support projects and strategic learning and teaching developments	D	
Knowledge		
Knowledge of UK and European higher education regulatory framework.	E	Application Form/Interview
Working knowledge of the processes related to academic governance	D	
Knowledge of Access and Participation and the role this plays in learning and teaching excellence.	D	
Knowledge of music, experience in performing and/or composing	D	
Qualifications		
GCSE Maths and English A*-C Grade or equivalent administrative experience.	E	Application Form
Relevant first degree or equivalent professional qualification/experience.	E	
A relevant HE professional qualification such as AFHEA or membership of a professional body such as AHEP	D	
Project management qualification	D	
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
Excellent report-writing, preparing text, and communicating in writing, etc.	E	
Ability to work creatively to a broad brief, both independently and as part of a team	E	
Be flexible towards work regarding the nature of work undertaken and occasional flexibility in working hours will be permitted/expected	E	

Summary of Terms and Conditions	
Salary	Grade 6a, SCP 24 to 27, £33,002 to £35,608 per annum
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme

Issued by: Deborah Williams, Head of Academic Quality & Research Admin

Date of issue: September 2025

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



The Department

Responsible for student data, records and the administration / quality and standards of academic programme activity and summative assessment. In addition, they manage Student Finance and Appeals, Complaints and Conduct and Discipline cases, alongside the management of complex student cases.

Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.