

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Transitions Senior Tutor**

**Reference No: 2425-51**

**Closing Date: 12 Noon, Monday 15 September 2025**

**Interview Date: Wednesday 24 September 2025**

**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Transitions Senior Tutor**

**Department: Junior Programmes**

**Responsible to: Head of Junior Programmes**

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## **Overall Purpose of the Job**

RNCM Transitions is a new provision, bridging the gap between RNCM Engage (pre-tertiary) and the RNCM Senior college (HE). The current Transitions offer is for all pre-tertiary students (aged 16-18) who are part of RNCM Junior programmes. The programme will provide opportunities for young people to accelerate their musical development, build social and personal skills, and provide what they need to be in a position to enter conservatoire study, should they wish to do so. The programme will also provide guidance and information to support learners through the process of applying and auditioning for conservatoire study – specifically offering advice auditions; audition information and guidance; contextual auditions; and offer holder support.

The role-holder will lead the programme, identify the needs of the young people and design a learning programme for each individual student. To support this, they will design and lead where appropriate a progressive sequence of group activities. The role-holder will also provide pastoral support for the young people and their families.

They will manage all aspects of the young people's progress and ensure that all teaching, mentoring and coaching is high quality, student-centred and supports musical, social and personal development. Additionally, they will manage the budget and ensure resources are appropriately allocated. This role is made possible by funding from Purposeful Ventures.

## **Key Responsibilities, Accountabilities or Duties**

- Acting as a coach and mentor, liaise with and support students and families through online and face-to-face sessions at the RNCM to ensure progression and realise potential
- Teach as appropriate to own experience and the needs of the young people and oversee the teaching of others working within the programme.
- Create and devise individual learning programmes for all students according to their musical needs, managing schedules and staff teaching allocation
- Advocate for students in all areas of their learning to build their confidence, resilience and develop self-worth
- Encourage students' self-assessment of their motivations, and musical, social and personal development
- Monitor and assess students' progress and offer recommendations for further musical opportunities, both internally and externally
- Inform, support and prepare students for Higher Education including open days, consultation lessons, applications and audition preparation
- Provide appropriate pastoral, health and wellbeing support, signposting students and families to relevant support services
- Engage and liaise with external agencies in the recruitment of students to the programme
- Support the evaluation of the programme, working with the Evaluation and Impact Manager on project reporting and data collection
- Liaise with administrative colleagues, directing administrative tasks related to the programme.
- Comply with any relevant policies, such as Health & Safety and Equal Opportunities, put in place by Royal Northern College of Music
- The role holder will be required to obtain satisfactory DBS Disclosure

# 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.

## **Disclosure and Barring Service (DBS)**

The successful candidate will be subject to a thorough vetting process which includes, an enhanced DBS check and satisfactory references.

This post is exempt from the Rehabilitation of Offenders Act 1974. [The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#), provides information about which convictions must be declared during job applications and related exceptions.

Candidates who are barred from working with children are reminded it is a criminal offence to apply for this post.

## **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.

To promote and sustain student wellbeing, working with the Health and Wellbeing Hub and other colleagues as appropriate.

## **General**

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

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Criteria	Essential (E) / Desirable (D)	Method of Assessment
<b>Experience</b>		
Experience of academic and pastoral coaching within a specialist music institution or equivalent higher education organisation.	E	Application Form/Interview
Experience of sustained instrumental/vocal teaching working with a diverse range of young people.	E	
Experience of project management/programme leadership, including timetabling and staffing within a busy educational environment.	E	
Experience of working closely with young people and families from diverse backgrounds.	E	
Experience of budget management and financial planning.	D	
<b>Skills</b>		
Excellent interpersonal skills and ability to communicate effectively.	E	Application Form/Interview
Demonstrable skills in planning and carrying out student-led learning.	E	
Ability to maintain high expectations for all young people.	E	
Ability to advise on the educational direction of young learners and make pedagogical decisions based on their learning needs.	E	
Ability to work flexibly and co-operatively with young people and families.	E	
Proven organisational and administrative skills.	E	
Ability to work as part of a team and establish effective working relationships.	E	
Sophisticated skills in reflecting on own practice and ability to model effective reflective practice.	E	
<b>Knowledge</b>		
Current profile as a coach and/or teacher.	E	Application Form/Interview
Knowledge of mentoring processes and ability to differentiate between mentoring and teaching roles.	E	
Pedagogical knowledge of formative assessment and how to embed this into teaching and coaching.	E	
Knowledge and understanding of progression in music education and the barriers that young people from different backgrounds face.	E	
Knowledge of professional networks within the music	E	

education and cultural sectors.		
Knowledge of research and scholarship related to inclusive pedagogy and ability to take a research-informed approach	D	
<b>Qualifications</b>		
Educated to degree level in Music, or equivalent professional qualification.	E	Application Form
<b>Other requirements</b>		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
A commitment to enabling young people to access high quality music education regardless of background.	E	
A detailed understanding of current access and inclusion issues within music education with a commitment to opening doors for young people from all backgrounds.	E	
A detailed understanding of safeguarding processes and procedures.	E	

<b>Summary of Terms and Conditions</b>	
<b>Salary</b>	Grade 7, SCP 32 to 35 , £41.09 to £44.78 per hour (inclusive of Holiday Pay) 24 month Fixed-Term Contract
<b>Hours of Work</b>	Hours of work will vary each week and will include weekend work. This will be negotiated on appointment.
<b>Pension</b>	The post-holder will be eligible to join the Teachers' Pensions Scheme / Universities Superannuation Scheme

**Issued by:** Aled Tudor, Head of Junior Programmes

**Date of issue:** August 2025



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# About Us

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## 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](mailto:recruitment@rncm.ac.uk).



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# Staff Benefits

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## **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.