

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Young Artists Guitar Tutor**

**Reference No: 2425-45**

**Closing Date: 12 Noon, Friday 4 July 2025**

**Interview Date: Week commencing Monday 21 July 2025**

**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Young Artists Guitar Tutor**

**Department: Junior Programmes**

**Responsible to: Head of Young Artists**

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## **Overall Purpose of the Job**

To deliver high-quality and inspiring individual, small group and band tuition with a skill-based approach that develops in-depth technical and theoretical knowledge and encourages independent learning. Use extensive and wide-ranging industry knowledge to develop musical ideas, aspirations, and cultivate artistic development. Act as a positive role model and oversee the development of the Young Artists through the curriculum into independent, innovative, high-quality musicians who are confident performers. Alongside the Head of Young Artists ensure effective deployment of student mentors to support the code of conduct and uphold RNCM's safeguarding policy to the highest standard.

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

Following the RNCM Young Artists curriculum, teach individual, small group and whole cohort groups and provide band coaching to build:

**Technique:** through individual and small group teaching as per specialism, support the development of technical skills to equip Young Artists to realise musical ideas. Support technical development in a specialist area during band coaching sessions.

**Performance:** Coach bands, working progressively through covers of increasing complexity and style to develop band skills, building artistic resources to draw on in the creation of original music. Planning sessions to move from learning to rehearsing and preparing for performance/recording. Providing formative assessment to support learning.

**Musicianship:** Incorporate musicianship into individual and small group teaching. Develop the Young Artist's creativity through arranging, composition, and songwriting, both individually and as part of a group. Plan, prepare and teach task-based lessons for whole groups as directed by the Head of Young Artists.

**Social Skills:** Modelling excellent collaboration skills to promote effective group work. Manage group dynamics in all teaching situations so as to build social skills, dealing with immediate behavioural issues in the first instance and knowing when to escalate these.

**Metacognition:** Through effective pedagogy, build self-awareness, self-regulation, self-efficacy and understanding of self as an artist, supporting Artist Development through band musicianship, technical skills and a wide range of styles through exploring covers and creating original music.

- To deliver high quality lessons in line with standards expected of a conservatoire, and operate within guidelines, handbooks and policies.
- To work as a team with other RNCM Young Artists instrumental/vocal tutors, as directed by the Head of Young Artists.
- To provide guidance to Student Mentors, deploying them and delegating tasks within the lesson/session as appropriate.
- To engage in reflective practice, attending staff meetings and staff development opportunities.
- To participate in programme evaluation where appropriate.

- To provide in-lesson pastoral support as appropriate, knowing when to escalate an issue.
- Provide written progress reports and contribute to the assessment of the Young Artists, both current students and new auditionees.
- Attend internal and external performances ensuring the smooth-running of events. This includes monitoring safeguarding procedures and supporting the Young Artists to perform at the highest standard.
- Interact with music industry professionals, maintaining up to date knowledge and professional standards to springboard Young Artists at the appropriate time in their development.
- Facilitate and lead music workshops within schools to help with recruitment onto the programme and to build key relationships with schools as directed by the Head of Young Artists.

## 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

Criteria	Essential (E) / Desirable (D)	Method of Assessment
<b>Experience</b>		
Experience of Guitar teaching 1-2-1 and small groups	E	Application Form/Interview
Experience of coaching bands to develop technique and musicianship as well as band skills	E	
Experience of designing, planning and implementing a wide range of task-based teaching including preparing different stimuli and scaffolds within the popular music education	E	
Experience of cultivating young people's creative and musical identities to enhance their individual artistic identity	E	
Experience of working with young people from diverse backgrounds and developing positive working relationships	E	
Experience of working in groups and playing in bands	E	
Experience of songwriting and arranging original compositions	E	
Experience of teaching young musicians with potential to achieve the highest standard commensurate with entry to conservatoire/HE studies	D	
Experience of leading improvisation and creative work	D	
Experience of recording in a professional studio	D	
<b>Skills</b>		
Demonstrable, high level performance skill in Guitar	E	Application Form/Interview
Demonstrable evidence of excellent teaching skills working in different teaching environments	E	
Ability to communicate effectively with young people	E	
Evidence of ability to plan and deliver well-structured, inclusive learning opportunities within a curriculum framework	E	
Excellent interpersonal, communication and organisational skills and ability to work as part of a team	E	
Music production skills including an understanding of techniques, tools and creative processes involved in creating popular music	E	
Creative and original approach, designed to appeal to the imaginations of young musicians	D	

Evidence of a positive and supportive attitude towards learning music, combined with high expectations	D	
Multi-instrumentalists that can cover different instruments within a pop band	D	
<b>Knowledge</b>		
Thorough knowledge and understanding of group dynamics when working closely with young people in small groups and bands	E	Application Form/Interview
Detailed knowledge of effective pedagogy to develop rounded musicians	E	
Knowledge of today's popular music profession and its standards and demands	E	
Knowledge of digital music marketing and social media marketing	E	
Knowledge of using relevant music production software and understanding of studio/band set-up	E	
Knowledge of cultural contexts and authenticity to artist branding and target audiences including Conservatoires and other Higher Education institutions	E	
Proficiency with Microsoft Office suite of programmes (e.g. Outlook, Word, Excel) and other RNCM approved systems	D	
<b>Qualifications</b>		
Educated to degree level, or equivalent professional experience	E	Application Form
Qualified Teacher Status, or a teaching diploma provided by an external body	D	
<b>Other requirements</b>		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
Willingness to adapt working hours occasionally to accommodate extra activities	E	
To be punctual and professional at all times	E	
An ability to use own initiative	E	
Willingness to share experiences, skills and knowledge to motivate others and to share music industry contacts when appropriate	E	

Summary of Terms and Conditions	
<b>Salary</b>	Grade 6b, SCP 28 to 31, £36.15 to £39.38 per hour
<b>Hours of Work</b>	6 hours per week on a Saturday, but may vary from time to time. Flexibility in working hours will be expected.
<b>Pension</b>	The post-holder will be eligible to join the Teachers' Pensions Scheme / Universities Superannuation Scheme

**Issued by:** Tosin Akindele, Head of Young Artists

**Date of issue:** June 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.