

Job Description

Job Title	Head of Sound Technology
Salary Scale	LIPA Principal Lecturer Scale (SCPs 42– 46)
Department	Sound Technology
Responsible To	Director of School – Creative Technologies, Design & Enterprise
Responsible For	Senior Lecturers/Lecturers/Teaching Fellows/Assistant Lecturers/Visiting Professionals aligned with provision
Number in Post	1
Date Drafted	October 2025

Job Purpose

To be responsible for teaching on, and providing leadership for, our Sound Technology programme and associated modules.

To be responsible for the quality of the student experience, assessment, operational management, technical facilities and student outcomes.

To be responsible for the ongoing strategic development of our Sound Technology subject area, both within the existing programme and the intersections with current and future provision across the School of Creative Technologies, Design and Enterprise.

Major Tasks

1. Curriculum Leadership, Management & Development.
2. Operational Line Management, Leadership and Responsibilities.
3. Assessment.
4. Teaching.
5. Quality Assurance.

6. Student recruitment, Induction and Tutorial Support.
7. Facility management, development and operation.
8. Common Duties.

Job Activities

Major Task 1: Curriculum Management, Leadership & Development

1. To provide leadership and oversight of courses and modules.
2. To ensure that courses and modules remain vocationally relevant within a HE framework and match or exceed nationally recognised standards.
3. To ensure all activities conform to institutional systems and practices and our understanding of learning.
4. To ensure all teaching and learning activities are delivered as measurably effective and efficient.
5. To liaise with other Heads of Department, Programme Leaders, Module Leaders, administrators and other appropriate staff in the collaborative production and maintenance of the teaching timetable and production calendar.
6. To ensure the timely publication of course/module handbooks, timetables and related curriculum documentation.
7. To monitor student outcomes and feedback and propose changes / enhancements to curriculum in line with our Strategic Plan.
8. To work proactively with external stakeholders from industry and PSRBs to ensure continued curriculum relevance and high graduate employability.

Major Task 2: Operational Line Management, Leadership and Responsibilities

1. To act as line manager for all Module Leaders, Senior Lecturers, Lecturers, Teaching Fellows, Assistant Lecturers and Visiting Professionals.
2. To ensure all those lines managed are deployed across the discipline in the most effective and efficient manner.
3. To ensure effective, collegiate and collaborative working, observing clear lines of communication and accountability.

4. To work as an exemplar for your team and your students, leading by example.
5. To undertake annual staff appraisals.
6. To manage any delegated budgets within our financial regulations and guidelines.

Major Task 3: Assessment

1. To manage and operate assessment procedures, ensuring assessment information is accurate, detailed and prepared appropriately for External Examiners and Boards of Examiners.
2. To ensure that feedback to students is delivered in a timely fashion and monitor and report on this.
3. To represent the courses at Boards of Examiners.

Major Task 4: Teaching

1. To teach a **minimum** of 380 hrs pa within the course and across the Institute (as required). The exact nature of the teaching allocation will be agreed with the Director of School prior to commencement of each teaching year.
2. To contribute to the delivery of or lead, when required, one or more cross-discipline Modules.

Major Task 5: Quality Assurance

1. To work collegiately and consultatively with the Quality Team to manage and operate our QA procedures at discipline level and participate in our Institute-wide QA cycle.
2. To ensure maintenance of all course and module documentation in line with current policy.
3. To ensure the production of course level quality reports.
4. To liaise with the external examiners and ensure they are fully informed of all necessary processes and practices and respond to their annual reports.
5. To chair subject Programme Boards.
6. To ensure robust implementation of student feedback mechanisms at programme level.

Major Task 6: Student Recruitment, Induction and Tutorial Support

1. To support our Marketing and Student Recruitment function in the production of publicity material and attend, when necessary, promotional and marketing events.
2. To implement and operate our Personal Tutoring policy within the subject area.
3. To manage and participate in the student application, interview and selection process.

Major Task 7: Facility management, development and operation

1. To propose, oversee and project manage the development of specialist facilities as appropriate for the course.
2. To oversee the day-to-day operation and maintenance of specialist facilities in conjunction with technical services.

Major Task 8: Common Duties

1. To work flexibly including contributing to our strategic development and providing cover for other staff.
2. To participate in staff appraisals and professional development programmes as necessary.
3. To carry out duties in line with our institutional policies as agreed and revised from time to time, including our Equality and Diversity and Health and Safety policies.
4. To undertake other duties from time to time that are deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

The post holder will be expected to support and promote the academic and vocational ethos of our provision.

All post holders will, after consultation, be expected to undertake any other duties as may reasonably be required, commensurate with the grading of the post, here or on outreach.

The post specification is current at the date of interview. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the post.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

The post-holder is expected to work such hours as are reasonably necessary for the proper performance of their duties. Contractually, formal scheduled teaching hours will not normally exceed 540 over the course of the academic year (pro rata for fractional appointments), excluding assessment, induction and tutorials.

Person Specification – Head of Sound Technology

		To be identified by:
Education and Qualifications:		
A good honours degree (or professional equivalent) in a relevant field.	Essential	Application Form/Certificates
A recognised HE teaching qualification or fellowship of the HEA.	Essential	Application Form/Certificates
Higher degree in relevant discipline	Desirable	Application Form/Certificates
Experience / Knowledge:		
Significant practical and professional experience in at least two of the following areas: Studio Engineering & Production, Audio Post-Production for Film and Television, Sound Reinforcement in music and/or theatrical contexts, Acoustics & Audio Electronics, Broadcast Audio Engineering	Essential	Application Form/ Interview / References
Significant experience of teaching, learning and assessment in a Higher Education setting	Essential	Application Form/ Interview / Workshop
Management and Leadership experience in a Higher Education setting	Essential	Application Form/ Interview / References
Experience of liaising with external stakeholders / partners	Essential	Application Form / Interview
Knowledge of current and future developments in the audio industries	Essential	Interview
Knowledge of current developments in vocational, graduate and postgraduate training in the subject area	Desirable	Application Form / Presentation / Interview
Skills and Ability:		
Proven expertise in teaching in subject area	Essential	Application Form/ Interview / Presentation / Workshop

Ability to plan, monitor and review courses and projects	Essential	Application Form / Interview
Ability to lead successful course or project reviews	Essential	Application Form / Interview
Ability to teach up to postgraduate level and within multi-disciplinary contexts	Desirable	Application Form / Interview
Strong leadership and interpersonal skills	Essential	Application Form / Interview
Strong communication (written and verbal) skills to produce clear reports for internal and external consumption	Essential	Application Form / Interview
Organisational and administrative skills consistent with middle management in Higher Education	Essential	Application Form / Interview
Expertise:		
Familiarity with the UK HE landscape, HE pedagogy, assessment strategies, and QA procedures	Essential	Application Form / Presentation / Interview
Effective use of technology enhanced learning in course design and delivery	Desirable	Application Form / Interview
Networking and network infrastructures	Desirable	Application Form / Interview
Specification, design and implementation of digital and analogue audio systems for a variety of use cases	Essential	Application Form / Interview
Commitment:		
To EDI Policies and Practice.	Essential	Application Form / Interview
To a high level of service to customer.	Essential	Application Form / Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form / Interview