

## Academic Role Profile

<b>Job Title:</b>	Lecturer (A) (Teaching Track)
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<b>Responsible to:</b>	Head of School or Faculty
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<b>Responsible for:</b>	Not applicable
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<b>Job Summary and Purpose</b>
To teach at undergraduate and postgraduate level, and to participate in Faculty administration, as appropriate. The duties of the role may be carried out with the guidance of a mentor, if required.

<b>Main Responsibilities/Activities</b>
<p><b>To support the teaching objectives of the Faculty by:</b></p> <p>Helping to develop new teaching methods and design programme units, and sharing responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p> <p>Assisting with the training and supervision of students and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.</p> <p>Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p> <p><b>To engage in scholarship by:</b></p> <p>Continually updating knowledge and understanding in the field or specialism and translating the knowledge of advances in the subject area into the course of study.</p> <p><b>To undertake pastoral care of students</b></p> <p>Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and providing support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support referring students as appropriate to services providing further help.</p>

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**To contribute to the efficient management and administration of the Faculty by:**

Performing such personal administrative duties throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Faculty. Such duties may include, for example, library representative, year tutor.

**Person Specification****The post holder must have:**

An honours degree or an appropriate and equivalent professional qualification in a relevant subject.

Normally a doctoral degree or be working towards a doctoral degree or an equivalent research degree.

Evidence of teaching and presentational skills or potential.

Evidence of administrative/organisational skills or potential.

**Relationships and Contacts**

The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example Faculty Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and university. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body.

**Special Requirements**

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

The post holder is expected to work outside normal office hours as necessary.

**All staff are expected to:**

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
  - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand

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- Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

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### Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

#### Job Title:

Lecturer A in Audio Engineering (Teaching)

### Background Information/Relationships

This role is within Music and Media at the University of Surrey, and will contribute to the teaching activity of the Tonmeister® programme in Music and Sound Recording within the Institute of Sound Recording (IoSR). Music and Media at Surrey has an outstanding reputation, with the Music programmes (including the Tonmeister programme) ranked No. 1 in the Guardian University Guide 2025.

The Tonmeister programme has been in operation since 1970, and is unique in the way that it combines study of audio engineering, music, and practical sound recording. All of these components are essential for an audio engineer to be able to cope with a wide variety of roles, and it allows our graduates to enter varying career paths, from composition and performance, through operational roles in studios, post-production and broadcast companies, to equipment design and broadcast engineering.

The engineering aspects of the Tonmeister programme cover the components that contribute to modern sound recording and reproduction, such as acoustics, electronics, computer audio systems and programming, sound synthesis, and signal processing. The practical elements of the studies include tuition in recording techniques and critical listening, as well as enabling students to record a wide range of music. It also covers an introduction to sound for film & television, including collaboration with the Film Production & Broadcast Engineering programme. The musical components of the programme include harmonic and analytical skills, and provide the opportunity for detailed study of creative disciplines such as performance and composition. The successful applicant will contribute predominantly to the engineering aspects of the programme.

Music and Media also includes programmes and researchers in [Music](#), [Creative Music Technology](#), [Film Production & Broadcast Engineering](#), [Film, Animation & Digital Arts](#), and [Games Design](#). This forms an exciting hub of activity in creative practice and media technology applied to current and future industry practice that members of the IoSR contribute to and benefit from. Music and Media also hosts a regular series of concerts, as well as conferences and colloquia. The IoSR also collaborates closely with industry,

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attracting funding and equipment from the likes of AMS-Neve, Bowers & Wilkins, Dolby, Focusrite, Genelec, and Moog.

### Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
Doctoral degree, or currently studying a doctoral degree in an area related to the IoSR	E

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Experience of high-quality teaching or dissertation supervision in an area related to the IoSR	E
Evidence of ability to teach audio engineering topics	E
Evidence of ability to clearly explain audio engineering concepts	E
Excellent communication, inter-personal, and networking skills	E
<b>Special Requirements</b>	<b>Essential/ Desirable</b>
<b>Key Responsibilities</b> This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.	
1. Prepare and deliver teaching in audio engineering topics. 2. Lead workshops, classes, seminars and presentations in audio engineering at undergraduate level. 3. Attend meetings, seminars and related activities. 4. Assist with an administrative role (e.g. programme director, exams officer, admissions tutor, website manager). 5. Contribute to the general administration and recruitment activities of the Tonmeister programme. 6. Support students through personal tutorials and supervision of dissertations and placements. <b>N.B. The above list is not exhaustive.</b>	