

Job Description

Job title	LCME Music Examiner
School / department	London College of Music Examinations (LCME)
Grade	N/A
Line manager	Chief Examiner in Music
Responsible for (direct reports)	N/A
Date of creation or review	03/09/2025

Main purpose of the job

- To deliver accurate, reliable and consistent assessments of LCME's graded and diploma examinations across all music syllabuses*
- To represent LCME with professionalism and uphold its academic standards

**specialist panels are used for certain syllabuses eg. Irish and Scottish Traditional Music*

Key areas of responsibility

- Assess graded and diploma exams according to LCME's published criteria
- Provide clear, constructive written feedback to explain the marks awarded and support candidates' development
- Attend examination centres (UK & international) and/or access digital platforms
- Complete and finalise reports accurately and promptly
- Participate in training and standardisation activities as required to ensure quality and consistency
- Act as an ambassador for LCME, interacting professionally with candidates, teachers, and exam centres
- Maintain confidentiality and comply with all relevant policies including those related to safeguarding, equality and diversity, anti-bribery and corruption
- Undertake all required administrative processes
- Work in accordance with UWL's Equality, Diversity, and Inclusion policies

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

London College of Music Examinations (LCME) is a university-owned, inclusive board for performance exams. Established in 1887, we offer globally recognised qualifications and awards in music, drama, communications, and creative media. Exams are offered across a wide range of subjects, catering for all ability levels.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	A qualification in music at Level 4 or above	Desirable	x	x	
Knowledge and experience	An accomplished music practitioner, with relevant industry and/or educational experience	Essential	x	x	
Specific skills to the job	Confidence in assessing performance across a range of instrumental and vocal disciplines using prescribed criteria	Essential	x	x	
	Articulate and confident in the use of English, with well-developed written literacy skills	Essential	x	x	
	Ability to represent LCME to customers and clients with professionalism and confidence	Essential	x	x	
	Integrity and concern for high academic standards	Essential	x	x	
General skills	Excellent interpersonal skills	Essential	x	x	
	Self-reliant, flexible, organised, calm under pressure, and able to manage time efficiently	Essential	x	x	
	Confident user of technology across multiple platforms, with access to equipment including laptop and speakers	Essential	x	x	
Other	Available for work during core examination periods, with ability to travel domestically and internationally for longer periods an advantage	Desirable	x	x	

Disclosure and Barring Scheme Is a DBS Check required: DBS This post requires an enhanced DBS check - with Child Barred



Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.