

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Course Leader BA Production Arts for Screen Contract Length: permanent Salary: £45,603 – £54,943	Accountable to: Programme Director for Theatre and Screen Hours per week/FTE: 37, 1.0 Weeks per year: AYR Grade: 6
College/Service: Wimbledon College of Arts	Location: Merton Hall Road
Purpose of Job: <ul style="list-style-type: none"> • To provide academic leadership and curriculum development of the BA Production Arts for Screen course within the undergraduate Theatre and Screen programme. • To manage the delivery of the course ensuring that the policies and procedures of the College and University are upheld and implemented. • To deliver innovative and challenging teaching and set an example of good practice. • To oversee the recruitment to BA Production Arts for Screen course and to build its profile as a specialist area through its research and pedagogic agenda. • To contribute productively to the Theatre and Screen academic programme and the team, taking on cross programme responsibilities as appropriate. 	
Duties and responsibilities: Academic <ul style="list-style-type: none"> • To teach as appropriate to your areas of expertise, on BA Production Arts for Screen course and other areas of the programme or the College. • To contribute to the design and delivery of the curriculum in consultation with colleagues and according to given structures and processes, setting the agenda for the BA Production Arts for Screen course. • To extend the level of subject expertise and critical understanding in the BA Production Arts for Screen course specifically and the undergraduate programme generally, maintaining and developing the profile of Theatre and Screen at Wimbledon College of Arts in its international context. • To stay abreast of developments in production arts pedagogy and, in conjunction with the Programme Director, to develop, implement and monitor appropriate learning and teaching strategies. • To maintain an overview of student progress and achievement in the BA Production Arts for Screen course and to conduct assessment which is rigorous, fair, clear and undertaken within the given policies; this includes membership of the internal Board of Examiners. • To engage in research and practice relevant to the teaching and learning in the course and to make your outputs accessible to the wider community. 	

Managerial

- To schedule, organise and direct activities in the BA Production Arts for Screen course, ensuring coordinated course delivery to all Stages, and to contribute as a member of the Theatre and Screen Management Team, cooperating as appropriate with staff across the University or other cultural and commercial organisations and industries.
- To lead the BA Production Arts for Screen course teaching staff and, in conjunction with the Programme Director, to ensure effective delivery through the management of all allocated resources, including the appointment, induction and management of appropriate hourly paid lecturers and fractional/full time staff.
- In collaboration with Administrative Support, to ensure effective communications with students and that student files are maintained with tutorial and assessment documentation.
- To participate in the annual monitoring of the course within given procedures, actively address issues and share enhancements.
- To assist in widening access and efficient student admissions to and progression from the programme according to University policies, and in the promotion of the course, its students and alumni within and outside the University.
- To undertake staff appraisals, implementing the University's PRA scheme, and appraising the pathway academic staff team.

General

- To perform such duties consistent with the position as may from time to time be assigned from anywhere within the University.
- Work and liaise with others with respect.
- To undertake health and safety duties and responsibilities appropriate to the post.
- A commitment to the University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
- Participate in the University admissions procedures and interview students for admission and applicants for staff appointments.
- A commitment to personal development through effective use of the University's appraisal scheme and staff development processes.

Resources Managed

Budgets: Hourly Paid Lecturer hours and course consumables budget allocations

Staff: Fractional full time academic staff designated to the course (directly managed)
Technical staff delivering and supporting the course (indirectly managed)

Other: Residential studios, including safe working practices and H&S

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Grade: 6

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• Degree in a subject area related to Production Arts• Postgraduate qualification in a related area or equivalent as demonstrated through professional practice• <i>Doctorate in relevant field (desirable)</i>• Recognised teaching qualification or willingness to undertake• Knowledge of Production Arts for Screen subject specialisms and willingness to engage in new techniques of learning including digital processes• Knowledge and engagement with practice in relation to digital media in the field of Production Arts that enhances the academic portfolio of the Theatre & Screen programme• Commits to own development through effective use of the University's appraisal scheme and staff development process• <i>Experience of development and dissemination of research such as academic publishing, exhibitions etc., which informs the professional discourse within the field (desirable)</i>
Relevant Experience	<ul style="list-style-type: none">• Experience of teaching Production Arts for Screen at undergraduate level• Experience of assessment at undergraduate level and providing written and verbal feedback with encourages student development• Experience of monitoring and supporting student progress• Experience of effective course administration and management, at course, year, unit or module level• Experience of assessment parity or standardisation• Experience of curriculum management at course / unit level• Experience of curriculum development

	<ul style="list-style-type: none"> • Experience of actively developing productive relationships with the theatre and screen arena • Understanding of current priorities within UK Arts & Design Higher Education • <i>Experience of course leadership (desirable)</i> • <i>Experience of organising academic conferences and symposia (desirable)</i>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning, teaching and assessment practices
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds and leads effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: March 2017