

Job Description and Person Specification

Job Title – Senior Lecturer and Year Leader in Acting and Performance

Job Description	
College/Service Camberwell, Chelsea, Wimbledon: School of Performance	Location Merton Hall Road
Contract Length Permanent	Hours per week/FTE 37 / 1.0
Accountable to Programme Director, Acting and Performance	Weeks per year f/t
Salary £46423 to £55932 per annum	Grade 6

Job Description
<p>Purpose of role</p> <p>The Senior Lecturer and Year Leader in Acting and Performance is responsible for teaching, curriculum development, and on-going scholarship on the Acting and Performance Programme. This course is part of the School of Performance at Wimbledon College of Arts. The post-holder will work collaboratively within a programme team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions. The post-holder will be responsible for the leadership, management, and organisation of a discrete year group of students within the Acting and Performance programme.</p>

Job Description

Purpose of role

- Contributing to the academic leadership and management of one year/stage of the Acting and Performance programme, including the development and delivery of the practice-based curriculum. Taking specific responsibility for welcome, induction and transition into higher education.
- Undertaking the day to day management of one year/stage of the Acting and Performance programme.
- Ensuring a high-quality practice-led student learning experience, maintaining and developing innovative creative practices.
- Contributing to the delivery of teaching, learning and assessment on the Acting and Performance programme, making a specialist contribution to the teaching of acting and performance skills, processes, and methodologies
- Contributing to pedagogic and curriculum development that stimulate thought and practice that challenge Acting practices with the aim of promoting diversity and inclusivity
- Contributing to the creation of a lively, engaging and progressive pedagogical practice and environment in Acting and Performance
- Contributing to all areas of training, teaching, learning and assessment of students
- Sharing responsibility for a year group of undergraduate students' pastoral support, progress and attendance, keeping records and liaising with colleagues as appropriate
- Contributing to the Research, Professional practice, and/or Knowledge Exchange environment of the School of Performance, including leading collaborative research and/or knowledge exchange activities and producing outcomes of a demonstrably high quality
- The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.

Duties and Responsibilities

Teaching:

- To undertake teaching as appropriate to the year/stage of the Acting and Performance Programme for which responsibility is held, and across other year groups as required.
- To stay abreast of research and other developments in Acting, Theatre, and Performance and to ensure that these developments are reflected in the curriculum in consultation with colleagues and within the structures and mechanisms established by the University and the College.
- To extend the level of subject expertise and critical understanding on the Programme so as to keep the curriculum at the forefront of critical, creative, and professional practice and relevant to a diverse and international range of students.
- To conduct assessment, formative and summative, which is rigorous, fair and clear and complies with the policies established by the University and the College.
- To lead the organisation of assessment for stage 1/2/3 ensuring the rigour and parity of the process.
- To provide both academic and pastoral support to students, monitoring progress and attendance, and maintaining appropriate records.

Professional:

- To initiate or engage in pedagogic inquiry and teaching development as required with the specific focus of improving student engagement, experience and progression.
- To participate in the engagement of students in feedback processes, and in consultation with the course team and course leader, respond to the issues raised through this engagement.
- In consultation with the Programme Director and Course Leaders, to liaise with other staff to enhance and extend the educational and creative links across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to Acting, Theatre, and Performance.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

Job Description

Quality, Management and Enhancement

- To contribute to strategic planning in relation to the programme in areas such as student recruitment, the deployment of resources, research and knowledge exchange.
- To lead curriculum design developments in the context of revalidation, in consultation with the course leaders, in order to further strategic objectives at course and college level.
- To contribute to the monitoring of the quality of teaching and learning through continuous course monitoring and to contribute to quality, management and enhancement activities across the School, College and University.
- To be a member of the Course Committee of the Courses and of such other committees, including other course committees and examination boards, as the Dean of School or Head of College require.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Job Description

- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships - Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

- Students
- Course Leader & Course Team including Hourly Paid Lecturers and Visiting Practitioners
- Programme Director
- Associate Deans
- Programme Administration Manager
- Technical Staff
- Student and Academic Support
- Language Centre
- Counselling Service

Specific Management Responsibilities

- HPL and VP staff within Year Group

Signed 

**Professor Adrian Kear
(Recruiting Manager)**

Date of last review _____

[5/5/21]

Person Specification

Job Title - Senior Lecturer and Year Leader in Acting and Performance

Grade - 6

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.

Person Specification		
Means of Testing - A=application I=interview T=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Acting, Drama, Theatre and Performance or associated subject.	A
	Higher degree (e.g. MA) in Acting, Drama, Theatre and Performance or associated subject (Desirable).	A
	PhD or Higher level research degree (Desirable).	A
	Teaching qualification (PG Cert or equivalent) (Desirable).	A
	Member of the Higher Education Academy (Desirable).	A

ual:

Teaching	Experience of teaching & assessment in a higher education environment (permanent, fractional, or hourly paid contract).	A
	Applies an inquiring, innovative and reflexive approach to teaching.	TI
	Considers equality, diversity and inclusivity in all aspects of teaching and assessment.	IA
	Shows commitment to understanding the range of students' experiences within a course.	IA
Leadership, Management and Teamwork	Collaborates and works effectively within team and across different professional groups.	IA
	Works effectively and respectfully with a wide range of people.	IA
	Fosters inclusive and constructive team work and problem-solving.	IA
Research, Knowledge Exchange and Professional Practice	Evidence of research, knowledge exchange and/or professional practice that contributes to the advancement of acting and performance activity and is relevant to the goals of the Programme, College and University.	IA
	Evidence of using contacts within subject peer group to develop partnerships or collaboration.	IA
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve objectives.	IA