

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: BA Film & Television, Year Leader (x 2)	Salary: £44,708 - £53,865
Contract Length: Permanent	Hours/ FTE 1.0 FT
Grade: 6	Location: Elephant & Castle
Accountable to: Course Leader	College/ Service: London College of Communication
Purpose of the role: <ul style="list-style-type: none"> To be responsible for the academic leadership and management of one of the three years of BA Film & Television under the direction of the Course Leader. To undertake teaching, unit management, curriculum development and research within the subject specialism of film & television. Be responsible for co-ordinating the curriculum delivery and assessment of units on the designated course for a specific year-group as determined by the Course Leader and/or Programme Director. Contribute to ensuring that a high quality student experience is delivered on the course Contribute to the development of film and television as a discipline in the curriculum through research, professional and/or scholarly practice and engage in the wider research and educational community of the Screen School. 	
Duties and Responsibilities <p>In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:</p> <p>Academic</p> <p><i>Curriculum Design, Content Organisation and Quality Enhancement</i></p> <p>Responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives within their area of specialism.</p> <p>Be responsible for the co-ordination and delivery of curriculum content across units for a designated year/cohort on the course</p> <p>Contributes to curriculum development and the regular monitoring and review of courses and the quality of the teaching and learning provision.</p> <p><i>Learning, Teaching and Assessment</i></p> <p>Take responsibility for the learning, teaching and assessment of students they teach, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records.</p> <p>Monitors the attendance and performance of students through appropriate systems of tracking</p>	

and assessment

Contributes to the writing of assignments/project-briefs and teaching and learning materials including course handbooks

Student Support, Guidance, Progression and Achievement

Participates in the induction, support and briefing of students in relation to the content and context of the course, with a focus on enhancing the student experience.

Managerial

Be responsible for the effective management and delivery of all units of an assigned year/cohort of the course, including the management of any academic staff assigned to the teaching and assessment of units within the year/cohort.

Work closely with the Course Leader and other Year Leaders to ensure that effective delivery, at Course and Programme level, of College and University initiatives to designed to achieve priorities and objectives such as those published in the College's Annual Operating Plan and the University's institutional strategy.

Contribute to and, where appropriate, lead the recruitment and selection processes applicable to the course, ensuring the correct delivery of the University Admissions Policy.

Contributes to the promotion of the Course and Programme at Open Days as well as within and beyond the College

Entrepreneurship and Enterprise

Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Course and areas of specialism.

Professional

Maintains strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area and maintaining a professional level of expertise in relation to teaching and subject developments in the field

Contributes to the professional and research profile of the Programme and School as an individual and through research groups and / or consultancy projects.

Supports and contributes to the School, Programme, College and University's external profile

Continually updates knowledge of national academic developments and subject knowledge as part of own continuing professional development

Contributes to the exhibition, publication and dissemination of work produced in the course.

Expectations of all UAL Employees

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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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 in adherence to data protection policies 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

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

- BA Film & Television Course Leader and Year Leaders
- Programme Director
- Academic Support Team
- Staff from UAL and LCC student services teams
- LCC Marketing and Communications Team

Specific Management Responsibilities:

Budgets: N/A

Staff: Associate Lecturers and Visiting Practitioners

Other (e.g. accommodation; equipment):

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Relevant undergraduate degree in the field of creative arts • Relevant post-graduate degree in the field of creative arts • PhD (desirable) • Postgraduate qualification in teaching (or commitment to undertake the appropriate training once in post) or member of HEA
Relevant Experience	<ul style="list-style-type: none"> • Proven and demonstrable industry track record in one or more of the following areas: TV Directing (single and multi-camera) Cinematography (drama and documentary) Sound (drama and documentary) Editing (drama and documentary) • Advanced skills in specialist areas and in-depth understanding of all production processes of film & television • Experience of teaching critical theory and reflective practice is desirable. • Research active or with potential for high level research/professional practice outputs • Undergraduate teaching and assessment in film & television field of study • Curriculum/Unit design and development • Year leadership experience (desirable) • Has strong, wide range of industry contacts
Communication Skills	<ul style="list-style-type: none"> • Communicates with enthusiasm and effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way • Uses appropriate levels of presentation skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.
Leadership and Management	<ul style="list-style-type: none"> • Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	<ul style="list-style-type: none"> • Applies innovative approaches to year leadership, teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity
	<ul style="list-style-type: none"> • Applies own research/professional practice to develop learning and assessment practice
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/research or scholarly activity in own area of specialism

Planning and managing resources	<ul style="list-style-type: none"> Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	<ul style="list-style-type: none"> Works collaboratively and effectively in a team, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	<ul style="list-style-type: none"> Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> Suggests practical solutions to new or unique problems

Last Updated:

The application form sets out a number of competence questions related to some of the above 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.