

## JOB DESCRIPTION & PERSON SPECIFICATION

**Job Title:** Course Leader

BA Acting and Performance; BA Contemporary Theatre and Performance

**Accountable to:** Programme Director, Acting and Performance

**Contract Length:** Permanent

**Hours per week/FTE:** 37 **Weeks per year:** 52 (1.0)

**Salary:** £45,603 to £54,943 per annum (potential for contribution pay to £61,213 per annum)

**Grade:** 6

**College/Service:** Camberwell, Chelsea, Wimbledon

**Location:** Wimbledon College of Arts

### **Purpose of the role:**

To be responsible to the Acting and Performance Arts Performance Programme Director for:

- The academic leadership and management of the BA Acting and Performance and BA Contemporary Theatre and Performance Courses, including responsibility for the development and delivery of the curriculum, creation of an exciting pedagogical practice, and the enhancement of academic quality and standards
- The day-to-day operational management of the BA Acting and Performance and BA Contemporary Theatre and Performance Courses including all areas of learning, teaching and assessment of students as well as resources allocated.
- Contributing to the research and/or Knowledge Exchange environment of the School of Performance Arts, including leading collaborative research and/or knowledge exchange activities and producing outcomes of a demonstrably high quality
- Observing and implementing the policies and procedures of the University and the College.

### **Duties and Responsibilities**

In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to:

#### **Academic**

Contribute to the academic vision of the School of Performance Arts and the Acting and Performance Programme and its implementation at course level. Serve as an active participant within the School, College and University committee structures, ensuring clarity of identity, currency of subject agendas, appropriateness of learning methods and the fulfilment of appropriate standards at each level of study.

Provide academic credibility and professional standards for the BA Acting and Performance and BA Contemporary Theatre and Performance Courses, engaging external partners, responding to industry challenges, and setting the agenda for its development whilst maintaining and enhancing quality.

#### **Quality Management and Enhancement**

Undertake the effective monitoring of the course and lead enhancement activities.

Contribute to, and where appropriate lead on the process of course development, minor modifications, major changes, validation, revalidation and review by the University, external agencies and professional bodies in liaison with relevant Programme Directors,

Deans/Associate Deans.

Analyse data on student progression and achievement with a view to identifying issues and trends and formulating appropriate action in response.

Contribute to the work of the academic committees of the University and, where appropriate, act as Chair.

***Curriculum Design, Content and Organisation***

Ensure that the curriculum is relevant, current and consistent with the vision of the Acting and Performance Programme and the design and purpose of the courses.

Ensure that the delivery of the curriculum is organised and resourced appropriately to the academic award, and to the learning styles and developmental stages of the students.

***Learning Teaching and Assessment***

Ensure that the learning (teaching and assessment) methods employed on the BA Acting and Performance and BA Contemporary Theatre and Performance Courses are appropriate to the academic award, the demands of the subject benchmarks and the learning styles and developmental stages of the students.

Plan and manage the assessment process for the BA Acting and Performance and BA Contemporary Theatre and Performance Courses, to comply with University policy and appropriate academic standards to ensure students are given constructive and timely feedback that helps them improve.

Contribute to University committees, such as Assessment Panels, Boards of Examiners and their sub-boards, as appropriate.

Promote research-led teaching across the course team, leading by example where appropriate and facilitating collaborative pedagogical practice.

Undertake teaching duties appropriate to the requirements of the courses and consistent with your areas of experience and expertise.

***Student Support and Guidance***

Ensure that students enrolled on the BA Acting and Performance and BA Contemporary Theatre and Performance Courses are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the University.

In liaison with the Academic Registry ensure that information provided to students enrolled on the BA Acting and Performance and BA Contemporary Theatre and Performance Courses is current, accessible and consistent.

Ensure the maintenance of standards of student discipline on the BA Acting and Performance and BA Contemporary Theatre and Performance Courses as detailed within the Student Charter.

Ensure regular liaison and effective engagement with student representatives for the BA Acting and Performance and BA Contemporary Theatre and Performance courses.

***Student Progression and Achievement***

In liaison with the Academic Registry, ensure that student records are maintained which are current, accurate and constructive.

Be responsible for and, where appropriate, lead the recruitment and selection processes applicable to the Course, ensuring the correct delivery of the University Admissions Policy.

***Managerial***

Contribute to the leadership and management of the Courses by working with academic, administrative, managerial and technical colleagues to ensure quality, consistency and clarity of delivery.

Lead, manage and support the academic staff responsible for the delivery of the BA Acting and Performance and BA Contemporary Theatre and Performance Courses, setting, promoting and maintaining appropriate educational and professional standards of good practice in all aspects of course organisation, administration and delivery.

Contribute to the recruitment, selection and development of academic staff, in accordance with University policy and procedures.

Work with colleagues across the College to ensure the highest possible standards of student experience in terms of:

- BA Course promotion (provision of material, contribution to open days and other recruitment activities on-and off-site)
- Student progression
- Student recruitment
- Student induction
- Learning support
- Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed)

Produce reports and management information as required.

Undertake health and safety duties and responsibilities appropriate to the role and in accordance with University policies and procedure.

***Research and Knowledge Exchange***

Contribute to the research and/or knowledge exchange culture and environment of the School, College and University.

Produce demonstrably high-quality research and/or knowledge exchange outcomes, whether practice-based or scholarly, and whether individually or through collaborative practice.

Promote excellence in performance research and/or knowledge exchange, and, where appropriate, contribute to or lead external projects and funding bids.

Ensure research projects are designed to be impactful, meeting the needs of professional practice and relevant communities of interest, in line with research council funding priorities.

Ensure research-led and/or knowledge exchange practice informs the teaching and learning activities of the BA Acting and Performance and BA Contemporary Theatre and Performance.

### ***Entrepreneurship and Enterprise***

Promote and contribute to a culture of enterprise and entrepreneurship within the Acting and Performance Programme, ensuring enterprise and engagement are engaged with by the student and staff community and embedded in the curriculum accordingly.

Operate in a collegiate manner in liaising with appropriate colleagues involved in the income generating and related sponsorship activities of the University and College.

Contribute to entrepreneurship and enterprise activity in areas that are directly related to the Acting and Performance Programme and your areas of specialism.

### ***Professional***

Establish and maintain appropriate dialogues and relationships with the subject community (academic, governmental and commercial) and its audiences, nationally and internationally, continually updating knowledge of national academic developments, subject and skills, and relevant industrial and technological developments for the benefit of the course, colleagues and students.

Undertake research and/or professional practice to maintain your subject currency as part of your own continuing professional development to ensure you maintain your position as a leader in your field, actively promoting and contributing to the professional and research profile of the Acting and Performance Programme, as an individual and through research groups and / or consultancy projects.

Support and contribute to the external profile, reputation and standing of the Courses, Programme, School, College and University.

Make a constructive contribution to the development of the broader academic and strategic direction of the School and College as required.

Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

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.

Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Perform such duties consistent with the role as may be assigned from time to time, anywhere within the University.

### **Key Working Relationships:**

- Programme Director, Acting and Performance
- Dean of Performance Arts
- Senior managers
- Managers at same level
- BA Acting and Performance and BA Contemporary Theatre and Performance staff team
- Acting and Performance Programme team
- Academic staff managed
- Technical Co-ordinators and technical teams as appropriate
- External partners

- Students

**Specific Management Responsibilities:**

**Course Budgets:**

Monitoring expenditure across following budget areas:

- Associate Lecturer/Visiting Practitioner budget, in association with the Programme Director
- Consumables budget
- Project budgets

**Course Staff:**

- Established academic staff
- Associate Lecturers / Visiting Practitioners

**Other (e.g. accommodation, equipment):**

To ensure appropriate staff are informed and take action where following are in need of repair or maintenance:

- Academic office(s) and associated equipment, fixtures and fittings
- Studio(s) and associated equipment, fixtures and fittings
- Theatre space(s) and associated equipment, fixtures and fittings

**Job Title: Course Leader BA Acting and Performance and BA Contemporary Theatre and Performance    Grade: 6**

Person Specification	
Specialist Knowledge/Qualifications	<p>Postgraduate degree in Theatre and Performance or a related academic discipline; with relevant professional experience.</p> <p>Regarded as an authority in field of specialism both by internal and external peers, through a track record of research and/or professional practice.</p>
Relevant Experience	<p>Prior experience of course leadership and management at HE level.</p> <p>Experience of shaping and influencing developments within University/college/organisation through course leadership and own contribution to area of expertise.</p> <p>Experience of leading and developing internal and/or external networks to pursue related interests and influence events or decisions.</p> <p>Experience of ensuring that time and resources are used effectively to their maximum efficiency, identifying ways of achieving objectives that result in demonstrable outcomes and service improvement.</p> <p>Experience of continuously reviewing areas identified for improvement, developing content and delivery methods and learning and teaching and assessment processes.</p>
Communication Skills	Communicates effectively orally and in writing for a range of contexts and constituencies, 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	<p>Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <p>Conducts rigorous practice-based and/or scholarly research, producing outcomes of demonstrably high quality and impact.</p> <p>Applies own research to develop learning and assessment practice, and leads team in developing research-led teaching and learning.</p>
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 effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Contributes to developing, 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 and/or priority areas of enquiry.

### **Personality assessment:**

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.

**Last Updated: December 2018**