

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Lecturer Production Arts for Screen

**Accountable to:** Course Leader BA Production Arts for Screen

**Contract Length:** permanent

**FTE:** 0.4

**Weeks per year:** All

**Salary:** £38,010 - £45,603 pa pro rata

**Grade:** 5

**College:** Wimbledon College of Arts

**Location:** Merton Hall Road, SW19 3QA

### Purpose of Job:

- To deliver innovative, challenging and engaging teaching to Production Arts for Screen students and across the Theatre and Screen programme.
- To support students in their progress and achievement, undertaking assessment for learning and pastoral duties.
- To manage curriculum delivery at Unit level, including the associated organisation of AL/VP staff delivery, resources and liaison with technical and administrative teams.
- To contribute to course organisation and management and support the course leader on course curriculum developments.

### Duties and responsibilities

- To manage, plan and develop the delivery and assessment of your specialist teaching, both within the BA Production Arts for Screen course and more widely across the programme.
- To oversee and coordinate the administration of specified Units within the BA Production Arts for Screen course.
- To liaise with the Course Leader and Programme Director to provide a timely and high quality service for the undergraduate courses.
- To monitor and develop the subject delivery in order to maintain appropriateness and effectiveness, updating relevant sections of the handbooks as necessary in collaboration with the Course Leader, Programme Director, and Quality Manager
- Coordinate visiting lecturers.
- To lecture and provide academic guidance within the Programme.
- To provide timely assessment feedback that encourages student learning and development.
- To ensure that all students on the Course are adequately inducted and briefed about the content and context of their course, the college and the University of the Arts
- To promote the subject and effective communications within the staff team and between staff and students
- In conjunction with the Course Leader and Programme Director ensure that teaching and learning opportunities of an appropriate standard and quality are provided for students and that these are assessed and monitored in accordance with the course handbook and Academic Regulations of the University.
- In conjunction with the Course Leader and Student Administration, maintain accurate records and provide reports as required by the college and the University, including written assessment feedback to students.
- Contribute to, and support the Course Leader in Course Monitoring.
- To contribute to future academic developments within the programme and across the College, as required.
- To attend committees and examination boards as designated by the Programme Director and to represent the course and College at University level and at external events when required.
- To ensure that Health and Safety are given high priority and that tutors and students carry out Risk Assessments.
- To promote the work of the College and the University in a pro-active manner.

- To keep abreast of national academic developments undertaking appropriate professional development and training in consultation with Course Leaders and Programme Director.
- 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 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.

- Undergraduate course leader, Theatre and Screen Programme Director, other academic staff within the Programme and College
- Technical staff
- Academic support staff
- Academic Registry
- Associate Lecturers

**Specific Management Responsibilities**

**Budgets:** none

**Staff:** Associate Lecturers / Visiting Practitioners

**Other:** Residential Studios including safe working practices and H&S

## Job Title: Lecturer Production Arts for Screen

Grade: 5

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"><li>• Undergraduate degree in a subject relevant to the field of Production Arts</li><li>• Postgraduate degree in a relevant subject or equivalent as demonstrated through practice</li><li>• <i>PhD (desirable)</i></li><li>• Recognised teaching qualification or willingness to undertake teacher training</li><li>• Knowledge of the current discourses within the Production Arts subject specialist field</li><li>• Knowledge of digital aspects in relation to Production Arts</li><li>• Understanding of the issues relating to Production Arts education</li><li>• <i>A developing research profile that evidences publication (desirable)</i></li><li>• Ability to share knowledge and experience as necessary</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of teaching at undergraduate level</li><li>• Experience of assessment and providing written and verbal feedback which encourages student development</li><li>• Experience of monitoring and supporting student progress</li><li>• Experience of effective course administration</li><li>• <i>Experience of curriculum management at unit / module level (desirable)</i></li><li>• <i>Experience of curriculum planning and development (desirable)</i></li><li>• <i>Experience of organising academic conferences and symposia (desirable)</i></li></ul>
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 in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
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	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers
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**

