

JOB DESCRIPTION AND PERSON SPECIFICATION	
<b>Job Title:</b> Senior Lecturer – Production tutor	<b>Accountable to:</b> Course leaders
<b>Contract Length:</b> Permanent	<b>Hours per week/ FTE:</b> 0.4 FTE
<b>Salary:</b> £45,603 to £54,943	<b>Grade:</b> 6
<b>College/ Service:</b> London College of Communication	<b>Location:</b> Elephant and Castle
<p><b>Purpose of role:</b></p> <p>The Senior Lecturer, production tutor on BA Film Practice is responsible for teaching, assessment, course development, and on-going scholarship within the Film and Television programme at the Screen School, London College of Communication. The post-holder will work collaboratively within the course team, deploying specialist expertise to develop pedagogy and the curriculum in innovative and critical directions.</p> <p>The post-holder will be expected to undertake:</p> <ul style="list-style-type: none"> <li>• Production management of the course films including strategic planning, working alongside current production staff.</li> <li>• Support in the management of the delivery interface between the shoot resource/facilities requirements, the technical team and timetabling.</li> <li>• Pedagogic and curriculum development working with, and supporting the teaching and academic teams with requirements for their courses within the Film and TV programme that stimulate thought and practice, with the aim of promoting diversity and inclusivity.</li> <li>• Responsibility for the preparation and delivery of practical content on the degree with particular regard to Risk Assessment, contracts, IP, production accounting.</li> <li>• Liaison with buildings staff and workshops staff where necessary in relation to set building materials.</li> <li>• Support in the management of screenings and events at LCC and relevant external venues.</li> </ul> <p>This responsibility is of immediate strategic importance and may develop or change in the light of new priorities.</p> <p>The post-holder is expected to uphold and implement the policies and procedures of University of the Arts London and the College.</p>	
<p><b>Duties and responsibilities:</b></p> <p><i>Teaching</i></p> <ul style="list-style-type: none"> <li>• To undertake teaching as appropriate to your areas of expertise and the subject areas of the Course, Programme or College.</li> <li>• To stay abreast of research and other developments in Film production education 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.</li> <li>• To extend the level of subject expertise and critical understanding on the programme so as to keep the curriculum at the forefront of professional practice and relevant to a diverse and international range of students.</li> </ul>	

- 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 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 leaders, respond to the issues raised through this engagement.
- To devise and organise activities for the course teams that contribute to the strategic development of the course design and pedagogy.
- In consultation with the Course Leaders, to liaise with other staff to enhance and extend the educational and creative links between the courses across the Programme, College and University.
- To undertake scholarly activity (including research, knowledge exchange or teaching) relevant to Film and Television production.
- To contribute to the devising and delivery of activities (including income generation) which will benefit students' educational experience and graduate outcomes.

#### *Quality, Management and Enhancement*

- To contribute to strategic planning in relation to the course/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 programme director and 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 Course Committees and of such other committees, including examination boards, as the Dean of School or Head of College require.
- To represent the subject at college and university levels and externally, including acting as a consultant to other courses

#### *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 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 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.

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

Signed: Polly Nash  
(Recruiting Manager):

A handwritten signature in black ink, appearing to be 'Polly Nash', with a stylized 'P' and a wavy line extending to the right.

Date of last review:

## Job Title: Senior Lecturer – Film Practice

### 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 A=application I=interview S=selection task		
Specialist Knowledge/Qualifications	Undergraduate degree in Film/Television or associated subject. (Desirable)	A
	Practical experience of film production/production management. (essential)	A
	Higher degree (e.g. MA) in Film/Television or associated subject. (desirable)	A
	PhD or Higher level research degree (desirable)	A
	Teaching qualification (PG Cert or equivalent) (desirable)	A
	Senior Fellowship of the Higher Education Academy (desirable)	A
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	SI
	Considers and promotes 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 Film and Television Production 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
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**Last Updated: 26.04.2019**