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#### JOB DESCRIPTION

**Job Title:** Lecturer– Performing Arts

**Directorate:** 14-19 Study Programmes

**Faculty:** Creative Industries

# Reporting To: Head of Department

**Date JD produced/revised:** May 18

**Ref: SMT1718572**

**The primary purpose of this job role is to;**

Provide high quality teaching and access to learning in addition to undertaking associated tutorial duties. It is expected that the post holder will contribute to course design, development of programmes and the expansion of the area generally.

1. To teach primarily within the department of Creative Industries on courses levels 1-5.
2. To deliver an expansive and exploratory programme of creative study within a Performing Arts context to include e.g. principles of acting, movement in performance, contemporary contextual developments, business, historical developments, content exploring equality and cultural studies, enterprise, every citizen matters, sustainability, embedded English and maths, skills for employability and progression and safeguarding.
3. Must be able to work as a member of a team and contribute to team meetings.
4. To provide focussed tutorial support for learners.

**The primary duties, tasks and responsibilities of this job role are to;**

1. Deliver high quality teaching and learning to a timetable that may include evening, Saturday and summer periods.
   1. Deliver inspirational teaching and access to learning across a range of programmes.
   2. Provide teaching and assessment opportunities in line with the relevant awarding body requirements to promote access to achievement.
   3. Provide and maintain teaching materials including handouts, assignments, booklists and assessment papers.
   4. Prepare Schemes of Work and Schemes of Assessment.
   5. Undertake the necessary administrative tasks required for the effective operation of programmes in the area
   6. Carry out moderation/ assessment and verification.
   7. Work with colleagues to integrate English and Maths into the vocational curriculum
   8. Lead in the development of Work Related Learning and Learning Enterprise activities
2. Undertake tutorial responsibilities.
   1. Act as a course tutor and course lead with responsibility for supporting learners in achieving their targets
   2. Track and review student progress and maintain student records.
   3. Provide feedback on progress to the student, parents/guardians and employers.
   4. Arrange and support the work placement programme
3. Assist in the recruitment and admission of new students.
   1. Assist in recruitment and admission of new students.
   2. Attend promotional events to publicise College and Faculty activities.
   3. Contribute to the compilation of publicity materials
4. Team administration, liaison and development
   1. Communicate effectively with other team members.
   2. Participate in course team reviews and evaluation.
   3. Respond to curriculum development and new course initiatives originating from within the Faculty/College.
   4. Advise on resource requirements for effective implementation of programmes
   5. Liaise with external awarding bodies representatives e.g. External Verifiers/moderators.
5. Professional development and industrial links.
   1. Develop industrial links with other professionals within the industry
   2. Maintain personal research or professional practice in own specialist area for own personal professional development.
   3. Familiarise yourself with and adhere to CRC college procedures
6. Undertake health and safety duties and responsibilities as appropriate to the post.
7. Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Faculty Manager
8. To actively advance equality of opportunity and foster good relations within the College community.
9. To adhere to College equal opportunities policies, procedures and practices.

**The resource management responsibilities of this role are;**

Financial: None

People Management: None

Other:

**Special conditions or working arrangements applicable to this role are;**

This post is defined as regulated activity. The postholder is required to hold an enhanced DBS check deemed acceptable to the College.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

###### Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work.

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| **Terms and Conditions** | **Details** |
| **Salary Scale** | Lecturer Scale |
| **Salary: (to be pro rated if part-time)** | £24,050 - £34,184 |
| **Superannuation Scheme:** | Teachers Pension Scheme |
| **Number of hours to be worked per week** | 22.2 (0.6) |
| **Full year or term time only contract** | Full Year |
| **Contract type** | Permanent |
| **Annual Leave Entitlement** | 42 days per annum pro rata |

**EMPLOYEE PROFILE**

**Post: Lecturer Performing Arts 0.6**

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| ATTRIBUTES | **ESSENTIAL**  **ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE** | **ADDITIONAL**  **KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE** | **ASSESSMENT METHOD**  **e.g., application form, interview, tests** |
| **Qualifications** | BA Hons or equivalent in a Performing Arts related subject – with principal acting specialism. | Full Cert Ed or PGCE teaching qualification or willing to work towards. | Application Form  Copies of Certificates at Interview |
| **Related**  **Experience** | Relevant vocational experience – employment or college in related arts area.  Experience of directing and producing performance pieces and shows. | Experience of skills for life or functional skills or English and maths delivery.  Previous experience of IV across levels 1-3 and working with awarding bodies and external moderators. | Application Form  Interview |
| **Special**  **Circumstances** | Some evening, weekend and summer holiday work may be required. | Experience of working as a 1:1 or group tutor. | Application Form  Interview |
| **Knowledge, skills and abilities** | Able to demonstrate skills in:  Teach both theoretical and practical aspects of all the principles of acting.  Play a prominent role in leading internal and external performances and show cases.  Knowledge of the performing Arts related industries and context.  Knowledge of the historical developments in Performing Arts.  Ability to work with learners from diverse academic back grounds – to promote equality and understanding.  Facilitating learner development through discussion, guidance and direction. | Leading Theatre in Education projects.  Knowledge of the UCAS application process and knowledge of HE institutions.  Knowledge of the LAMDA acting qualifications.  Ability to encourage and support learners into alternative progression routes than H.E. | Application Form  References  Interview  Teaching and Learning related Tests |
| **Disposition and approach** | Reliable with a keen interest in subject area.  Good organisational skills.  Enthusiastic to work with young creative people and as part of a team.  Keen to update and expand range of skills to support curriculum field.  Can do attitude.  Willingness to proactively embrace change  To promote and safeguard the welfare of children and vulnerable Adults.  Commitment to equality & diversity. |  | References  Interview |