

Course, Year and Subject Leaders (Acting/Professional Preparation)

Responsible to: Director of DSL

Responsible for: freelance/part time staff engaged within relevant departments/modules, with the course leaders

Liaises with: Subject leaders Acting UG/PG, Subject leaders in Voice, Movement, Media, Audio, Scheduler, Programme co-ordinators, Production staff

Terms and Remuneration

This position is offered as a fulltime EMPLOYMENT position on a 40 hour week, across the calendar year, on a two year fixed term initially, subject to satisfactory probation completion.

Standard working hours – 9.30- 5.30pm These times may alter and each day's precise hours may vary according to the demands of the day. There will be a degree of flexibility each working week
Some evening and weekend working is expected with notice for auditions and performances, with TOIL taken accordingly.

Holiday entitlement – 24 DAYS plus bank holidays, ideally taken outside of course teaching terms, calculated 1st September-31st August

Salary range £35,000 - £50,000 dependent on role and experience

Main Purpose of the Position

Responsible for planning, implementing and delivering robust academic management, team leadership and practical delivery of the Professional Acting courses, ensuring the provision of cohesive training in a conservatoire environment, including coherent teaching, learning and assessment of course modules, projects and schemes of work, ensuring all students are enabled to develop and achieve their potential as actors.

DSL EXEC Management

- Providing such information, reports and updates within the exec team as are necessary for the effective integration and management of the course within the overall DSL suite of courses and operations
- Management of delivery according to an annual budget and resources allocation agreed with the Director of DSL
- Contributing to the ongoing development of DSL strategically and operationally through the *strategic plan*
- Representing the BA course within all senior deliberative processes of DSL and UWL
- Liaise directly and regularly with the other course leaders to ensure effective and holistic delivery of the provision

Course Management:

- Take the lead in course review and design to ensure the quality, standards and contemporaneity of the programme
- Overseeing the production of year schedules and project plans to ensure a relevant, resourced and coherent sequence of learning opportunities across all modules and years of study
- Considering the course as a whole and across all component modules, engage regularly in implementing review and enhancement activity
- Working with head of school, plan appropriate allocation of all resources to learning opportunities, in line with agreed budgets and school plans
- Co-ordinate with other members of the staff team to ensure timely allocation of resources, human and physical
- Overseeing the Application/audition procedures for the course, including adjudicating auditions, interviews and recalls and ensuring a rigorous and inclusive process of selection is consistently applied
- Recruitment and briefing of high quality visiting professional staff for projects on the programme
- Act as a module leader for identified modules, according to individual area of subject expertise
- Deliver as practitioner/director course projects and/or taught sessions and classes
- Maintaining and reviewing all course and module specifications, module handbooks and other course documentation annually/as needed with SUBJECT LEADS / module leaders

- Convening and chairing all course management meetings, and related sub meeting
- Convening routine student rep meetings
- Overseeing consistent processes and policies of code of conduct, disciplinary procedures, student appeals and complaints in line with UWL as required, including chairing meetings in conjunction with other senior staff
- Lead and manage student meetings as needed around matters requiring holistic overview of their learning journey and DSL policy, such as cause for concern/disciplinary, and support of other course leaders with these as needed.(eg attendance on panels for other courses)
- Ensuring the consistent application of all necessary policies and procedures of DSL and those of UWL as applicable
- Working with the director of DSL, and other course leaders research and propose additional projects which offer graduating students strong intersections with the contemporary profession and enhanced professional learning opportunities

Departmental Duties:

- Act as module leader for relevant modules
- Support and the other course leaders and liaise with other subject leaders to ensure smooth and coherent delivery of all DSL programmes
- Attend DSL exec meetings for operational planning purposes
- Deputise for the course leaders from time to time
- Oversee, review and refresh relevant module specifications AND module study guides within the programmes in conjunction with the course leader
- Recruit and brief part-time / freelance staff in terms of induction, teaching, learning and assessment strategies on the programmes in consultation with the course leader and the Director
- In conjunction with course leaders, support and manage part-time staff, observing classes and conducting teaching appraisals identifying areas for development and CPD, and providing written copies of these
- Maintain files on freelance specialist staff, including current CV's and staff development work to ensure a wide range of professional practitioners are recruited
- Identify relevant texts and projects to reflect the learning needs of each cohort of students in discussion with the course leaders
- With the course leaders, agree casting allocations to ensure parity and equality of opportunity within each project
- Discuss, support and collect termly briefings/schemes of work/module study guides and upload these to the VLE
- Manage and follow up causes for concern pertaining to the subject/audio modules
- With course leaders, hold subject area meetings with part-time / freelance staff as necessary to discuss ethos, student progress/concerns
- Be a key member of the audition panel for new applicants
- Supply the PROGRAMME CO-ORDINATOR/SCHEDULER with details of subject/module assessment sharings and tasks, after approval from the course leader as necessary
- Provide details of teaching schedules for part-time / freelance staff to the admin/finance office for the timely issue of contracts and payments
- Oversee maintenance and supply of relevant equipment and resources required for the delivery of learning opportunities within the subject/modules
- Ensuring key texts, resources and booklists are up to date and held in the library and propose other relevant and necessary resources for the department/modules
- Keeping abreast of current movements in specific areas and ensuring the relevance and contemporaneity of the provision
- Engage in staff development activity as both a teaching and a professional practitioner

Teaching:

- Provide induction sessions for new students on the teaching, learning and assessment as specific to their subject across all DSL programmes
- Provide and communicate student facing briefs and schemes of work in line with the module specifications
- Teach core classes within subject/ modules as required across the UG or PG courses

- Deliver relevant curriculum in timetabled sessions through a coherent scheme of work in line with module specifications
- Provide ongoing formative feedback as appropriate through their sessions
- Identify struggling students and implement causes for concern with course leaders
- Direct performance projects as required within the various courses within DSL
- Observation of work of other subject areas/courses by attending sharings and performances
- Co-ordinate and participate in planned student tutorials in order to provide assessment and formative feedback to students
- Arrange and manage additional tutorials and scheduled office time 'drop in' sessions to support student learning and development in the subject area, and report wellbeing issues/pastoral care to course leaders

Academic Standards and assessment

- Oversee assessment practice and processes across all modules ensuring processes stand up to all regulations, measures and scrutiny, and are evidenced accordingly
- Maintain an assessment schedule for all assessments within the course and allocate markers
- Ensure the timely preparation of data for UWL assessment boards annually
- Establish and co-ordinate the assessment tasks designed to establish the learning outcomes specific to the department/module, in consultation with SUBJECT LEADS /Module leaders and external examiner as appropriate
- Brief and oversee the assessment tasks designed to measure achievement of the learning outcomes specific to the subject/module, in consultation with the course leader
- Manage and co-ordinate assessment deadlines, submissions and issuing materials to external markers as relevant to the subject/module
- Assessment of students, in reflection of taught classes
- Provision of assessment and formative feedback sheets in reflection of their own assessments and the taught sessions of freelance staff within the department
- Arrange for second marking, and additional moderation as required for assessment tasks within subject/modules, with the course leader
- Supporting and developing the assessment practice of part time/freelance staff within their department
- Convening timely assessment meetings for the subject/modules assignments and recording indicative and summative marks, feedback and commentary as appropriate on assessment and group mark sheets
- Supplying marks and feedback to the PROGRAMME COORDINATOR as necessary, in agreement with the course leader
- Co-ordinating the recording of subject/module assessments and maintain assessment documentation and materials for supply to the external examiner as necessary
- Act as a marker or moderator for other module assessments as articulated in the course assessment schedule
- Recruit, brief and support external markers AS NEEDED
- Ensure the timely supply to the external examiner of sample assessments, recordings and documentation on a termly basis
- Review the course assessment practice and strategy as needed with SUBJECT LEADS /Module leaders and external examiner
- Establish suggested alternative, retrieval and resubmission tasks for the approval of the External Examiner
- Liaison with external examiner, including the annual response to the report
- Liaise with other subject leaders and course leaders to ensure a balanced programme of assessment is implemented for students on all courses
- Attend the DSL and UWL progression /exam Boards as module leader as necessary
- In consultation with the course leaders, review, refresh and implement subject area assessment strategy across the course

Quality Assurance

- Review the learning opportunities and assessment tasks within their subject/ modules and identify enhancement activities for consideration within the annual monitoring processes
- Chair and convene the course management meetings
- Produce the annual monitoring report and action plan for the course, and any other course specific activity etc inc eg module modifications, revalidation
- Contribute to the development of DSL wide quality assurance processes and documentation to include eg CDMT review, UWL Education review,
- Attend / Deputise for Director of DSL as needed in quality meetings with the university
- Maintain and implement routine surveys and activities to collect quality data including eg ensuring the running of scheduled module surveys within the course
- Action and implement enhancement activity identified through all the quality assurance processes, and reviewing impact

Information management

- Devise and structure the relevant subject curriculum and write, monitor and update the subject specific sections in the course Handbooks/module study guides on an annual basis and as necessary in consultation with the course leaders
- Ensure accurate and timely provision of module/ subject specific information for students and make available through VLE
- Supplying all course information to part-time/freelance staff including handbooks, briefing docs, ISPs
- Contribute to all subject/module documentation required through validation or accreditation processes

External Duties:

- Develop and maintain relationships with the profession and industry such as agents and casting directors
- Deputise on occasion for the Director of DSL

General -All Staff are expected to:

- Actively support equality of opportunity and equity of treatment to colleagues and students in accordance with the DSL Equal Opportunities policy
- Undertake such other duties within the scope of the post as may be requested by the director
- Help maintain a safe working environment by following local codes of safe working practices and the DSL Health and Safety Policy
- Operate through and abide by all other policies and processes established within DSL

Person Specification- Subject lead Audio	
Knowledge, experience & competencies required to execute the tasks, responsibilities and practices of the role description.	
A relevant degree or equivalent professional experience demonstrating capacity to teach audio techniques at conservatoire level professional vocational training programmes	Essential
Teaching and assessment experience within acting training at UG/PG levels, particularly as part of a vocational conservatoire training programme	Essential
Inclusive and enabling teaching practice and communication with all students in the practical studio environment	Essential
Knowledge and experience of audio teaching/training techniques, practices and approaches across a diverse range of texts, styles and genres for actor training	Essential
Excellent administrative and IT skills	Essential
Excellent collaborative, interpersonal and communication skills within student, colleague, freelance/guest lecturer and external /professional relationships	Essential
Experience of teaching and operating effectively within the higher education context	Essential
Demonstrable practical understanding of engagement with contemporary priorities within the training sector in respect of equality, diversity, inclusion and ethical practice	Essential
Experience of managing assessment and feedback in professional vocational training programmes (UG and/or PG)	Desirable
Experience of designing and constructing coherent modules of study for the acquisition of acting skills within professional vocational training programmes	Desirable
Knowledge and experience of contemporary theatre/performance and working creatively with professional experience as an actor and/or director	Desirable
Experience of providing pastoral and tutorial support to students within professional vocational training programmes	Desirable
Experience of leading projects and directing productions within professional vocational training programmes	Desirable
PGCTHE or fellowship of the HEA	Desirable