



Passionate and personal training
for the profession by the profession

Job Description

Job title	Subject Leads - Acting (BA), Acting (MA), Voice, Screen – x 4 roles
School / department	Drama Studio London
Contract type	12 months FTC
Line manager	Director of Drama Studio London / Director of Studies
Responsible for	Freelance/part time staff engaged within Acting, Screen, or Voice department/modules (respectively) in consultation with and following the overall strategy of Senior Subject Leads, the Course Leaders, and the Directors
Consult with	Subject leads in other departments, Scheduler, Programmes Coordinator, Production and Admin staff
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.

Main purpose of the job
<p>Role specific responsibilities:</p> <p>The Subject leads in Acting (BA); Acting (MA); Voice; and Screen are responsible for planning, implementing and delivering robust and coherent teaching, learning and assessment of the modules, projects and schemes of work across each year of the courses (in consultation with the Senior Subject Leads, Course Leaders, and Directors), ensuring all students are enabled to develop and achieve their potential as professional actors in the conservatoire training context.</p> <p>The Subject Lead - Acting (BA) oversees the actor training of the three years of the BA (Hons) in Professional Acting course.</p> <p>The Subject Lead - Acting (MA) oversees the actor training of the 1 Year of the PGDIP/MA in Professional Acting Course.</p> <p>The Subject Lead - Screen is predominately responsible for scheduling, building works liaising, and external room hires. This role will also be responsible for some delivery of the screen curriculum for the three years of the BA (Hons) in Professional Acting in consultation with and following the overall strategy of the Senior Subject Lead: Screen Acting.</p> <p>The Subject Lead - Voice oversees the voice curriculum for the three years of the BA (Hons) in Professional Acting in consultation with and following the overall strategy of the Senior Subject Lead: Voice.</p> <p>*All these roles may be required to work across other courses dependent upon experience and school needs.</p>

Key areas of responsibility
<p>Departmental Duties:</p> <ul style="list-style-type: none"> • Act as module leader for relevant modules • Support the Course Leaders and Senior Subject Leads and liaise with other Subject Leads to ensure smooth and coherent delivery of all DSL programmes • Attend DSL exec meetings for operational planning purposes • Oversee, review and refresh module specifications and module study guides within the programmes in conjunction with the relevant Senior Subject Leads, Course Leaders, and the Directors. • Recruit and brief part-time / freelance staff in terms of induction, teaching, learning and assessment strategies on the programmes in consultation with the Senior Subject Leads, Course Leaders and the Directors. • In conjunction with the relevant Senior Subject Leads, Course Leaders and the Directors, support and manage part-time staff, observing classes and conducting teaching appraisals identifying areas for development and CPD, and providing written reports • In conjunction with the admin staff, maintain files on freelance specialists, including current CV's and staff development work to ensure a diverse 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 relevant Senior Subject Leads, Course Leaders and the Directors. • Assist with 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 cases pertaining to area of specialism • With Senior Subject Leads, Course Leaders and the Directors, 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 Coordinator and Scheduler with details of subject/module assessment sharing and tasks as necessary • Provide any relevant 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 <p>Teaching:</p> <ul style="list-style-type: none"> • Provide induction sessions for new students on the teaching, learning and assessment specific to subject across 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 sessions • Identify struggling students and implement causes for concern with the Senior Subject Leads, Course Leaders and the Directors • Direct performance projects as required • Observe work of other subject areas/courses by attending sharings and performances • Co-ordinate and participate in planned student tutorials to provide assessment and feedback • Arrange and manage additional tutorials and scheduled office time 'drop in' sessions to support student learning and development in the subject area and report accordingly <p>Academic Standards and assessment</p> <ul style="list-style-type: none"> • Brief and oversee the relevant assessment tasks designed to measure achievement of the learning outcomes specific to the subject/module • Manage and co-ordinate assessment deadlines, submissions and issuing materials as required

- Assessment of students, in reflection of taught classes
- Arrange for second marking, and additional moderation as required for assessment tasks within subject/modules as required
- Supporting and developing the assessment practice of relevant part time/freelance staff
- Convening timely assessment meetings for the subject/modules assignments and recording indicative and summative marks, feedback and commentary as appropriate
- Supplying marks and feedback to the Programmes Coordinator for distribution
- 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
- Organise and implement postponed, alternative and retrieval and resubmission tasks for relevant modules as required, and provide additional support sessions for students as necessary
- Liaise with other staff members to ensure a balanced programme of assessment is implemented for students on all courses
- Attend the DSL and UWL progression / exam boards when acting as a module leader
- In consultation with the Senior Subject Leads, Course Leaders and the Directors, review, refresh and implement subject area assessment strategy across the courses

Quality Assurance

- Review the learning opportunities and assessment tasks within subject/ modules and identify enhancement activities for consideration
- Attend and contribute to the termly course management meetings
- Record and share personal staff development and that of visiting specialist practitioners with relevant staff on a regular basis
- Review, collate and respond to Student module evaluations and feedback acquired termly and annually and identify subject specific areas for enhancement
- Implement and report on subject specific actions that proceed from or via the quality management processes
- Attend and contribute to DSL Quality meetings/progress as required
- Contribute to developing activities that measure and record feedback from stakeholders such as the profession and graduates

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 required
- Ensure accurate and timely provision of module/ subject specific information for students and make available through VLE
- Supply 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

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 Directors
- 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

In addition to the above areas of responsibility, post-holders may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of Drama Studio London.

Person Specification-Subject Lead (Acting- Undergraduate/Postgraduate, Screen and Voice)

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	A relevant degree (UG, PG or above) and professional standing in the performance industry	PGCTHE or fellowship of the HEA
	Professional experience demonstrating capacity to teach on professional vocational training programmes	
Knowledge and experience	Knowledge, experience & competencies required to execute the tasks, responsibilities and practices of the role description.	
	Experience of teaching and operating effectively within the higher education context	
	Assessment experience within acting training at undergraduate/post graduate levels, particularly as part of a vocational conservatoire training programme	
	Inclusive and enabling teaching practice and communication with all students in the practical studio environment	
	Knowledge and experience of acting teaching/training techniques, practices and approaches across a diverse range of texts, styles and genres for actor training	
Specific skills to the job	IT proficient including Word, Excel, PowerPoint, Outlook	
	Excellent collaborative, interpersonal and communication skills within student, colleague, freelance/guest lecturer and external /professional relationships	
Other	Some evening and weekend working is expected, TOIL taken accordingly	
Disclosure and Barring Scheme	This post requires an enhanced DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.