

## Subject Lead : MOVEMENT

**Job Title:** Subject Lead: Movement

**Responsible to:** Director of DSL and working directly with the Senior Subject Lead: Movement

**Responsible for:** Part time staff engaged within Movement department/modules, along with the course leaders

**Liaises with:** Director of Studies, Media Technician Editor, Subject leads in Acting, Subject leads in Audio, Voice, Screen, the Scheduler, Course Programme Coordinator and Production 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, and the offset teaching hours of each course. 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 Position

The Subject lead in Movement is responsible for planning, implementing and delivering robust and coherent teaching, learning and assessment of the Movement components within modules, projects and schemes of work across each year of the DSL courses, ensuring all students are enabled to develop and achieve their potential as actors in the conservatoire training context. The Subject lead works with the Senior Subject Lead to oversee the movement curriculum for the three years of the BA (Hons) Professional Acting, 2 years of the MFA Professional Acting, the 1 Year of the PGDIP/MA Professional Acting and the new Foundation (Cert HE) qualification.

### Departmental Duties:

- Act as module leader for relevant modules
- Support the course leaders and liaise with other subject leads to ensure smooth and coherent delivery of all DSL programmes
- Oversee, review and refresh relevant module specifications and module study guides within the programmes in conjunction with the subject leads, course leaders and Directors of Studies
- Recruit and brief part-time staff in terms of induction, teaching, learning and assessment strategies on the programmes in consultation with the course leaders 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 reports
- 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 and select relevant material and curriculum to reflect the learning needs of each cohort of students in discussion with the course leaders
- Discuss, support and collect termly briefings/schemes of work/module study guides and upload these to the VLE
- Manage and follow up any student support requirements as appropriate
- Be a key member of the audition panel for new applicants
- Supply the Scheduler and Media Technician with details of student assessments for required recording

- Provide details of contracted dates/teaching schedules for part-time 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 relevant learning opportunities
- 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
- Keeping abreast of current practice 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 specified for the subject area across all DSL courses
- 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 undergraduate or Post Graduate 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 course leaders
- Provide or arrange for movement support/choreography/intimacy co-ordination/fight direction into performance projects as required in discussion with course leaders and director
- Observe the 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 requirements to the course leader

#### **Academic Standards and assessment**

- Brief and oversee the assessment tasks designed to measure achievement of the learning outcomes specific to the subject/modules/assessment
- Manage and co-ordinate assessment deadlines, submissions and issuing materials to external markers as relevant to the subject/module
- Provide assessment of students, in reflection of own taught classes/projects
- Provide assessment and formative feedback sheets
- Ensure second marking is in place, and any additional moderation as required for assessment tasks
- Support and develop the assessment practice of part time staff within the department
- Convene timely assessment meetings and record indicative and summative marks, feedback and commentary as appropriate
- Supply marks and feedback through standard processes on a timely basis
- Co-ordinate the recording, editing and digital storage of subject/module assessments with the Media Technician Editor and maintain assessment documentation and materials for supply to the external examiners

- Act as a 2<sup>nd</sup> marker or moderator for other module assessments as articulated in the course assessment schedules
- Organise and implement postponed, alternative and retrieval and resubmission tasks for relevant modules with course leaders/other staff, and provide additional support sessions for students within these as necessary
- Liaise with other subject leads 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 when required
- In consultation with the course leaders, review, refresh and implement subject area assessment strategy

### **Quality Assurance**

- Review the learning opportunities and assessment tasks within the subject/ modules and identify enhancement activities for consideration within the annual monitoring processes
- Attend and contribute to the course management meetings
- Observe, monitor and record staff development and CPD, for themselves and department staff, and supply this annually to course leader
- Review, collate and respond to student module evaluations acquired termly and annually and identify subject specific areas for enhancement within them
- Implement and report on subject specific actions that proceed from or via the quality management processes
- Attend and contribute to DSL Exec Meetings
- Within the course team, 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 necessary in consultation with the course leader and Director of Studies
- Ensure accurate and timely provision of module/ subject specific information for students and make available through VLE
- Supplying all course information to part-time staff including handbooks, briefing docs, ISPs
- Oversee all subject/module specific information and documentation required through delivery, 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 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
- Continue to develop their professional expertise and keep abreast of emerging good practice in the sector and the industry

<b>Person Specification- Subject Lead: Movement</b>	
Knowledge, experience & competencies required to execute the tasks, responsibilities and practices of the role description.	
A relevant degree or equivalent with demonstrable ability to teach at conservatoire level professional vocational training programmes	<b>Essential</b>
Industry or teaching experience of actor training at all levels, particularly as part of a professional vocational training programme	<b>Essential</b>
Knowledge and experience of contemporary theatre/performance and working creatively with professional experience as an movement specialist	<b>Essential</b>
Excellent administrative and IT skills	<b>Essential</b>
Excellent collaborative, interpersonal and communication skills within student, colleague and external /professional relationships	<b>Essential</b>
Experience of leading projects and assisting productions within professional vocational training programmes	<b>Essential</b>
Knowledge and practical experience of a broad range of approaches, methods and practices within contemporary training/performance	<b>Essential</b>
Experience and proven ability of teaching through diverse approaches to movement for actors	<b>Desirable</b>
Experience of managing assessment and feedback in professional vocational training programmes	<b>Desirable</b>
Experience of designing and delivering coherent modules of study within professional vocational training programmes	<b>Desirable</b>
Experience of teaching and operating within the higher education context	<b>Desirable</b>
Experience of providing pastoral and tutorial support to students within professional vocational training programmes	<b>Desirable</b>