**JOB DESCRIPTION**

**SENIOR SUBJECT LEAD - SCREEN**

**Responsible to:**

Director of DSL

**Responsible for**:

Freelance/Part-time sSaff engaged within SCREEN department/modules, with the Course Leader.

**Liaises with:**

Media Co-ordinator, Media Technician Editor, Subject lead Acting UG/PG, Subject leads in Voice, Movement, Audio, Scheduler, Course co-ordinators, Production staff.

**Terms and Remuneration:**

This position is a fulltime position on a 40-hour week, across the calendar year. Standard working hours: 9.30am to 5.30pm (this role sits under the flexible office coverage agreement and so may be 8.30am to 4.30pm or 10am to 6.00pm - according to team agreement on a weekly basis). These times may alter, and each day’s precise hours may vary according to the demands of the day. There is a degree of flexibility each working week. Some evening and weekend working is expected with notice for Q and A’s/external events, auditions, and performances.

**Salary range:**

£35,000.00 to £38,000.00 dependent on experience.

**Holiday entitlement:**

25 days plus bank holidays, ideally taken outside of course teaching terms, calculated 1st September-31st August.

**Main Purpose of the Position**

The Senior Subject lead in SCREEN is responsible for planning, implementing and delivering robust and coherent teaching, learning and assessment of the screen 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 (Screen) oversees the screen curriculum for the three years of the BA (Hons) Professional Acting, 2 years of the MFA Professional Acting with Independent production, and the 1 Year of the PGDIP/MA Professional Acting.

**Departmental Duties:**

* Act as module leader for relevant modules
* Support the course leader and liaise with other subject leads to ensure smooth and coherent delivery of all DSL programmes
* 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 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 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 and select relevant texts and projects to reflect the learning needs of each cohort of students in discussion with the course leader
* With the MEDIA CO-ORDINATOR, appraise student submitted script material and agree casting allocations to ensure suitability, 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/screen modules
* Contribute to the audition processes for new applicants
* Supply the SCHEDULER, MEDIA CO-ORDINATOR AND MEDIA TECHNICIAN EDITOR with details of subject/module assessment teaching, projects and tasks, after approval from the course leader as necessary
* Provide details of contracted dates/teaching/filming 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 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 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 leader
* Direct screen 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 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
* Assessment of students, in reflection of own taught classes/projects
* 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 subject lead audio
* 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 through standard processes to the COURSE COORDINATOR on a timely basis
* Co-ordinating with the media Technician editor the recording, editing and digital storage of subject/module assessments and maintain assessment documentation and materials for supply to the external examiner annually
* Act as a 2nd 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 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
* Where required, attend the DSL and UWL progression /exam Boards as module leader
* In consultation with the course leader, 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
* Attend and contribute to the termly course management meetings
* Observe, monitor and record staff development and CPD, for themselves, 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
* Implementing and reporting on subject specific actions that proceed from or via the quality management processes
* Attend and contribute to DSL EXEC MEETINGS/PROCESSES as relevant to subject/module.
* 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
* 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
* Oversee all subject/module specific info 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