### Job Description

**POST:** Lecturer in HE Acting- BA (Hons) Acting for Stage and Screen

**LOCATION:** Hartlepool site

**LINE MANAGER:** Head of Faculty

## JOB PURPOSE:

Assist the Head of Facultyand team to deliver the BA (Hons) Acting for Stage and Screen programme ensuring a high quality of teaching and learning for students, and effective student achievement and progression.

We are seeking a dynamic lecturer with a strong knowledge of contemporary Acting and experience within industry.

Bringing your own specialist skills and understanding of the market place, you will be integral to developing the delivery of this innovative programme.

You will be comfortable teaching both to small and large cohorts as well as individual tutorials, and have the ability to support and encourage a diverse range of students.

Working with the team you will be responsible for the delivery of the curriculum across Level 4, 5 and 6 and maintaining administrative processes. There may be a requirement to teach at Level 7, dependent on qualifications and experience.

The successful candidate should have very good interpersonal, communication and organisational skills, experience of teaching is not essential, but desirable; equivalent professional experience or profile is welcomed.

# Main Duties & Responsibilities:

1. Teach Acting and related subjects to a standard that is demanding and appropriate to the type of programme and level of students.
2. Be responsible for teaching and effective student learning.
3. Undertake teaching duties as directed, and to prepare teaching and learning materials.
4. Set, supervise and assess students’ work in accordance with the policies of the School.
5. Ensure that any scholarly activity or research undertaken informs curriculum development and meets DAPs aims and objectives.
6. Ensure that any scholarly activity undertaken is completed and has a positive measurable effect on student experience.
7. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for pastoral and academic tutorial guidance of students.
8. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post.
9. Support the Head of Faculty in the administration of the programme, including the maintenance of the School’s quality systems related to programmes.
10. Support the Head of Faculty and team in securing the relevance of teaching to curriculum needs.
11. Offer technical, conceptual and contextual support to students across a wide range of Acting practices, bringing specialist knowledge and professional experience from one main area or discipline.
12. Directing student and or professional productions.
13. Skills to deliver sessions to HE level in a range of Acting techniques including Movement, Voice, Classical and/or Clowning
14. Continually develop and maintain links with industry and HE providers to maintain freshness of provision throughout all modules and students’ vocational / careers guidance.

1. Use industrial links as above to facilitate live projects, educational visits and employment as relevant, and to be responsible for organising and supervising them.
2. Maintain awareness of major issues in current education practice in the FE/HE sector.
3. Participate in student recruitment and admissions processes as directed.
4. All staff members are responsible for safeguarding children and adhering to the principles and guidelines outlined in the Keeping Children Safe in Education framework.

**GENERAL DUTIES:**

* Ensure other members of the team have information to cover effectively for you in your absence.
* To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
* Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
* Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
* Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
* Ensure the safeguarding of learners at all times and report any potential issues without delay.
* All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
* Any other duties commensurate with the nature and level of the post, as directed by the Faculty Leader, the Director of Scholarly Activity & Research, Head of Visual Arts, or the Vice Principal (Higher Education).
* This list is not exhaustive and is only an indication of responsibilities.

**EQUALITY, EQUITY, DIVERSITY AND INCLUSION**

At The Northern School of Art, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

#### **Person Specification**

Lecturer in Acting

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE | Application form / CV | Interview / selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| Honours degree in Acting (or equivalent) | Y |  | Y |  |  |
| Willing to work towards a teaching qualification | Y |  | Y |  |  |
| Postgraduate qualification in a relevant field or equivalent professional experience |  | Y | Y |  |  |
| Experience / Knowledge |  |  |  |  |  |
| Knowledge of current curriculum requirements at HE for Acting | Y |  | Y | Y | Y |
| Some recent experience of teaching at an appropriate level | Y |  | Y | Y | Y |
| Practical experience of working in a range of Acting/Directing roles | Y |  | Y | Y | Y |
| Competent across a range of Acting areas | Y |  | Y | Y | Y |
| Able to use general Microsoft IT packages for the preparation of learning materials | Y |  | Y |  |  |
| Range of current industrial, creative, contacts in the Acting sector | Y |  | Y | Y | Y |
| Experience of working with children or vulnerable adults |  | Y | Y |  | Y |
| Knowledge of current issues in HE and their impact on the delivery within Acting and the performing arts |  | Y | Y | Y | Y |
| Knowledge of administration requirements of the HE sector |  | Y | Y |  | Y |
| Knowledge of performance theory, critical thinking and practice and History |  | Y | Y | Y |  |
| Knowledge of current performance opportunities, scholarships and future careers |  | Y | Y | Y | Y |
| Knowledge of the progression routes within the industry |  | Y | Y | Y | Y |
| Access to transport for work purposes |  | Y | Y |  |  |
| Preferred Skills / Abilities |  |  |  |  |  |
| Ability to demonstrate commitment to the programme, the team and the students | Y |  |  | Y | Y |
| Self-motivated and creative | Y |  |  | Y | Y |
| Planning and organisational skills with the ability to meet tight deadlines | Y |  | Y | Y | Y |
| Ability to be innovative in curriculum delivery | Y |  |  | Y | Y |
| Ability to inspire and enthuse students to initiate fresh ideas and see them through to completion | Y |  |  | Y | Y |
| Good communication skills, both written and verbal | Y |  | Y | Y | Y |
| Able to work effectively as a member of a team | Y |  | Y | Y | Y |
| Able to deal effectively with people at all levels | Y |  |  | Y | Y |
| Flexible and reliable | Y |  |  | Y | Y |
| Committed to regular updating of skills and knowledge | Y |  | Y |  | Y |