

JOB DESCRIPTION

JOB TITLE	Associate Teacher (Voice)
TYPE OF CONTRACT	Permanent (full time or fractional)
RESPONSIBLE TO	Head of Actor Training or Course Leader
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	£34,000 - 37,000 FTE
HOURS OF WORK	37 hours per week; Monday to Friday (9.15am – 5.30pm) plus evening and weekend work as and when necessary. This includes an hour unpaid towards lunch each day
KEY WORKING RELATIONSHIPS	Students, Head of Actor Training, Course Leaders, Lead Practitioners, Access and Participation Manager
INTERNAL	
EXTERNAL	Freelancers and other industry practitioners
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) GROUP LIFE ASSURANCE	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(2) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(3) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution
(4) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.

JOB PURPOSE

To contribute to the delivery of all LAMDA's teaching and learning programmes by providing training and teaching in small groups, drawing on professional knowledge, experience and current industry practice. Applied specialist support for internal and external projects. Supporting the student learning journey and professional development by fulfilling the role of personal tutor.

DUTIES AND RESPONSIBILITIES

- To provide teaching and training with individual and small groups of students
- To provide a safe and inclusive environment that supports all of our students in their learning and development, employing a proactive approach to zero tolerance anti-racist teaching and practice appropriate to a drama training setting, and fostering white allyship within the LAMDA community
- To discuss, with the Head of Acting and course leaders, the broad content of the teaching to be undertaken and the methodologies for/purposes of that teaching.
- To prepare for the teaching sequence by drawing together relevant knowledge from their research/professional experience and undertaking any necessary scholarship to cover the range of teaching input required.
- To prepare for each teaching session by selecting and preparing the content, deciding upon any exercises/materials to be used and planning their approach to the session.
- To ensure that content, methods of delivery and learning materials will meet the defined learning objectives for their sessions.
- To contribute to the quality of the all LAMDA programmes by contributing on the basis of their research/professional knowledge.
- To help students absorb knowledge, build upon it and help them to overcome any problems they encounter in understanding and applying knowledge.
- To promote depth of learning by providing clarification of material taught, responding to student questions, facilitating discussion in classes, providing any supplementary explanation/material required and introducing them to new issues raised in recent research and/or current professional practice.
- To provide individual academic advice/support to students, including advice on appropriate reading and recent developments and to act as a personal tutor to students to deal with and, where appropriate, triage non-academic aspects of the student experience
- To provide formative feedback to students in class.
- Where required, to set assessment tasks, mark formally assessed work (subject to moderation by the Lead Practitioner) and act as a principal marker for any assessment tasks they have set.
- To undertake organisational and administrative tasks directly related to your own teaching.
- To make a contribution to LAMDA's external work to widen participation, specifically by teaching and training as part of particular widening participation programmes.

- To maintain academic and/or professional standards and work in accordance with LAMDA policies
- To evaluate, reflect and review your teaching with students and contribute to the development of teaching, learning and curriculum development at LAMDA
- To be prepared to make a contribution in at least two of the following four themes to underpin changing practice at LAMDA:
 - a. **Access and Inclusion** - widening access and inclusion within the school and outside. Engagement through recruitment, audition squad, access summer school and exams. Anti-Racist and Inclusive Teaching practice and pedagogy. Commitment and experience of facilitating modern ensemble - co-creation, facilitation of safe spaces, zero-tolerance and conflict resolution - to foster collaboration and creativity.
 - b. **Development of Individual Health, Wellbeing and Resilience** building - a holistic approach to training the individual to empower and build confidence and practice for the professional world - journaling, mindfulness, mental wellness, personal coaching, life plans, leadership development and mentoring.
 - c. **Development of multi skilled Artists and Creative Technicians** for a sustainable creative skills sector with relevant experience and practice in making sustainable theatre, content production and promotion across all platforms, creative access and inclusion, creating and delivering socially engaged work for a wide range of audiences and stakeholders.
 - d. **Digital** - supporting the digitisation of LAMDA in teaching, learning, research, knowledge exchange, technical theatre, screen and audio and other platforms.
- It is expected that approximately 60% of working hours will be spent over the course of the year with face to face teaching, with the remaining 40% comprising: Preparation, Marking, Workshops, Productions, On-line first Round (self-tape reviews), Recalls, Summer Schools, Curriculum Development Activity, Learning and Student Support Tutorials and Personal and Curriculum Development).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<ul style="list-style-type: none"> -The ability to communicate complex knowledge clearly, both orally and in writing. -The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in the subject area -The ability to create and maintain an inclusive and safe learning environment for all students -Ability to work effectively and creatively with students and colleagues -Ability to work and learn alongside students in co-creation -Ability to organise own time effectively, so as to meet deadlines and manage competing priorities -Good analytical skills and the ability to respond to problems which arise in learning situations -Ability to translate teaching and learning into the virtual learning environment 		Application / Interview
KNOWLEDGE	<ul style="list-style-type: none"> -Adequate breadth and depth of knowledge, professional application and understanding in the discipline -Expertise in the part of the curriculum to be taught and the scholarship associated with it. 		Application / Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	<ul style="list-style-type: none"> -Some experience of delivering teaching and/or training. -Relevant experience in the creative skills sector as a practitioner -Experience of working with young people -Continuing professional development 	<ul style="list-style-type: none"> -Facilitation skills -Conflict resolution -Artist development and participatory arts in a variety of setting and a variety of audiences -Work on unconscious bias, consent and inclusion -Safeguarding -Health and safety in professional or training settings 	Application / Interview
QUALIFICATIONS	-Degree and / or exceptional experience in teaching and working in some of the following areas HE, young people, the participatory arts, the creative skills sector. We expect you to develop yourself professionally within the HEA	-Formal learning (or equivalent) in a relevant subject and a research and/or professional qualification.	Certificates (if applicable)
QUALITIES	<ul style="list-style-type: none"> -Focused, highly efficient and self-motivated with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects -Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers 		Application / Interview

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

ABOUT LAMDA

LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation, and 2019 marks the beginning of a new chapter of growth. Following the completion of our new facilities in west London, the Academy will welcome Sarah Frankcom Director and is now fully registered as an independent HEP (Higher Education Provider). These changes are exciting and critical to the long-term sustainability of LAMDA, bringing with them our ambitions to be an even more accessible LAMDA, representing people from all corners of the UK and beyond in recruiting and training the most creative and innovative theatre makers.

Founded in 1861, LAMDA (London Academy of Music & Dramatic Art) is a world-leading conservatoire offering exceptional vocational training to actors, stage managers, technicians and directors. In addition to six validated degree programmes, LAMDA offers a Foundation Diploma and a number of validated semester and summer short courses.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. From 2019-20 LAMDA will operate independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas. In 2017 - 18 108,190 people in 33 countries took a LAMDA Examination.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President, and in February 2019, Sarah Frankcom was appointed LAMDA's new Director

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.