

JOB DESCRIPTION

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| JOB TITLE | Associate Teacher Construction |
| TYPE OF CONTRACT | Fixed term, part-time contract for 18 Months (PT 0.8 FTE) |
| RESPONSIBLE TO | Lead Practitioner Construction |
| COUNTERSIGNING MANAGER | N/A |
| GROSS ANNUAL SALARY | £22,000 - £24,250 pro-rata for doing 0.8 [£27,500 - £30,313 FTE] |
| HOURS OF WORK | 32 hours per week; Monday to Friday (9.30am – 6.30pm) in accordance with the timetabling requirements plus evening and weekend work as and when necessary |
| KEY WORKING RELATIONSHIPS | Drama School, Teaching staff, Students, Lead Practitioner |
| INTERNAL | |
| EXTERNAL | N/A |
| 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. Christmas closure) |
| PENSION | After three months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme. 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 |

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| (4) EMPLOYEE ASSISTANCE PROGRAMME | insurance contribution 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 |
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JOB PURPOSE

The primary focus of this role is to introduce the Production and Technical Arts students to the skills required and roles within a Theatre, or related industry, Construction Department. The role requires the individual to give class to the students as well as supporting them in their delivery of practical show roles.

DUTIES AND RESPONSIBILITIES

- To provide lectures and/or teaching in small groups of students
- To discuss, with the Lead Practitioner, 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 Drama School 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 review the outcome of your teaching and contribute feedback to the review and forward planning.
- To maintain academic and/or professional standards and work in accordance with LAMDA policies.
- To oversee the Get In, Fit up and Technical sessions of LAMDA Productions with other technical tutors, as directed by the Lead Practitioner (Construction) or Lead Practitioner (Production Management).
- To be the on-line tutor to the student production carpenter, deputy production carpenter and construction crew.
- To cost and order set materials for LAMDA productions in liaison with Lead Practitioner (Technical) Construction.
- To order relevant stock items and teaching materials, for the LAMDA workshop in liaison with Lead Practitioner (Construction).
- To prepare and give scenic construction lectures/class to Students, as directed by the Head of Technical Training.
- To deliver tutorials to the students within the Scenic Construction department and draw up written assessments as required, in liaison with the Lead Practitioner.
- Maintenance of the LAMDA workshops.
- To ensure the security of LAMDA premises and that no students are allowed unsupervised access.
- To care for the personal and professional well-being of students on the Stage Management course.
- To undertake the Fellowship programme of the Higher Education Academy.
- To attend all meetings as requested by Head of Technical Training.
- Other relevant duties, as required.
- 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, Curriculum Development Activity, Learning and Student Support Tutorials and Personal and Curriculum Development).

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.

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 Scenic Construction -Ability to work effectively with colleagues and students. -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 | <ul style="list-style-type: none"> -Qualified First Aider -Expertise in one of more of the following: Site specific, touring, sustainability, moulding or polystyrene carving | Application/ Interview |
| KNOWLEDGE | <ul style="list-style-type: none"> -Adequate breadth and depth of knowledge and understanding in the discipline to add value to the content. -Expertise in the part of the curriculum to be taught and the scholarship associated with it. -Working knowledge of Autocad | <ul style="list-style-type: none"> -IOSH -Managing Safely -Flying and rigging procedures | Application/ Interview |
| EXPERIENCE | <ul style="list-style-type: none"> -Some experience of delivering teaching and/or training. -Extensive and demonstrable experience in a professional workshop environment and must be comfortable working with all materials -Experience of working to, and managing budgets | <ul style="list-style-type: none"> -Teaching experience in an HE/Conservatoire setting | Application/ Interview |

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-----------------------|---|------------------|------------------------------|
| | <ul style="list-style-type: none"> -Experience of current theatrical staging practices -Experience of costing scenery from designs | | |
| QUALIFICATIONS | <ul style="list-style-type: none"> -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 | | 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 |

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.