



## JOB DESCRIPTION

<b>JOB TITLE</b>	Course Leader, BA (Hons) Production & Technical Arts (Stage & Screen)
<b>DEPARTMENT</b>	PTASS
<b>TYPE OF CONTRACT</b>	Permanent, Full-time
<b>RESPONSIBLE TO</b>	Head of Production and Technical Training
<b>RESPONSIBLE FOR</b>	Consultants and Casual workers
<b>GRADE AND SALARY</b>	Grade 7  £51,188 to £55,935  Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
<b>HOURS OF WORK</b>	37 hours per week; Monday to Friday plus evening and weekend work as and when necessary and in accordance with timetabling requirements
<b>KEY WORKING RELATIONSHIPS</b>	Head of Production & Technical Training, Drama School Leadership Team, Heads of Technical Disciplines and Assistant Professors, Students
<b>INTERNAL</b>	
<b>EXTERNAL</b>	Visiting Directors & Designers, Professional Practitioners
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>BENEFITS</b>	
<b>(1) HOLIDAY ENTITLEMENT</b>	Generous annual leave of 28 days plus Bank holidays  (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
<b>(2) PENSION</b>	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

<b>(3) MATERNITY, PATERNITY AND ADOPTION PAY</b>	Enhanced maternity, paternity and adoption pay will be made for eligible employees
<b>(4) GP 24</b>	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)</b>	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
<b>(6) MENTAL HEALTH SUPPORT</b>	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
<b>(7) CYCLE TO WORK SCHEME</b>	LAMDA offers a salary sacrifice cycle to work scheme
<b>(8) EYE TESTS</b>	Sight test costs is reimbursed to employees who require VDU use
<b>(9) HYBRID WORKING</b>	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
<b>(10) GROUP LIFE ASSURANCE</b>	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
<b>(11) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(12) REWARDS MARKETPLACE</b>	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

## **JOB PURPOSE**

To lead the BA (Hons) Production & Technical Arts (Stage & Screen) course at LAMDA, ensuring a high-quality, inclusive and industry-relevant educational experience. The Course Leader will have strategic and operational oversight of the programme, including teaching, curriculum development, course delivery, quality assurance, and staff and student support.

## **DUTIES AND RESPONSIBILITIES**

### **1. Leadership & Management**

- Creative and pedagogic development of the Course, in collaboration with the Head of Production & Technical Training including presenting proposals for revalidation of the programme from time to time
- Line manager or coordinate the work of Heads of Discipline in collaboration with Head of Technical Training
- Active participation in Academic Board and its sub-committees, which may include chairing a sub-committee or working group

### **2. Course Planning & Delivery**

- Course timetabling, in collaboration with Head of Production & Technical Training
- Oversee student induction and transitions, including international and widening access students
- Ensure the course content remains responsive to developments in the sector
- Curate and programme Development / Reflection weeks and industry-facing activity
- Participate at Student Interviews, and act as chair of interview panel as required

### **3. Quality Assurance & Enhancement**

- Lead annual programme monitoring and revalidation processes
- Manage the marking and moderation process for all PTASS modules
- Liaise with the External Examiner and prepare for Exam Boards
- Lead and document curriculum review processes

### **4. Student Experience & Support**

- Serve as a personal tutor and oversee the PTASS tutorial system
- Triage and refer pastoral and academic concerns as appropriate
- Ensure accessibility and inclusive learning are embedded across the course, in collaboration with Head of Production & Technical Training
- Collect and respond to student feedback and evaluations
- Evaluate NSS data annually and develop action plans as a result

### **5. Teaching & Directing**

- Deliver teaching, mentoring of students on public performances or workshop projects
- Observe and evaluate teaching within the PTASS course to support staff 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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A degree in a relevant field</li> <li>• A teaching qualification or Fellowship of Advance HE (or willingness to work towards it) and a demonstrable commitment to continued professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• A postgraduate degree in a relevant field</li> <li>• Postgraduate study in pedagogy</li> </ul>	Certificates
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Experience of teaching, mentoring or leading student projects</li> <li>• Relevant professional practice in the creative skills sector</li> <li>• Digital literacy and experience using virtual learning environments</li> <li>• Excellent pastoral skills, including online support</li> <li>• The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in the subject area</li> <li>• The ability to create and maintain an inclusive and safe learning environment for all students</li> <li>• Ability to organise own time effectively, so as to meet deadlines and manage competing priorities</li> </ul>		CV/ Cover Letter/ Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of recent developments in the Screen industry</li> <li>• Extensive breadth and depth of specialist knowledge,</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with OfS regulations and quality frameworks</li> </ul>	CV/ Cover Letter/ Interview

	contemporary professional application and understanding in the discipline underpinned by theoretical/ academic knowledge or relevant practical experience		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience of course leadership or curriculum development in higher education</li> <li>• Experience teaching, mentoring or leading student projects</li> <li>•</li> <li>• Professional background in one or more areas of production and technical arts (e.g. lighting, sound, stage management, scenic construction, or technical direction)</li> <li>• Health and safety in professional or training settings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing course budgets or resource planning</li> <li>• Experience with validation, revalidation, or course review</li> <li>• Experience with student recruitment or internationalisation</li> <li>•</li> </ul>	CV/ Cover Letter/ Interview
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Leadership, creativity and resilience</li> <li>• Demonstrable commitment to anti-racist and inclusive pedagogies</li> <li>• Ability to work collaboratively and foster co-creative practices with students and colleagues</li> <li>• Clear, effective communication (oral and written)</li> <li>• Flexibility and the ability to adapt to different learning styles and requirements. The ability to adapt to</li> </ul>		CV/ Cover Letter/ Interview

	<div>different styles of direction</div> <ul style="list-style-type: none"><li>• Good sense of humour and empathy</li><li>• </li></ul>		
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## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

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, 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.

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.