

JOB DESCRIPTION

JOB TITLE	Deputy Short Course Leader
DEPARTMENT	Drama School
TYPE OF CONTRACT	Permanent, Part-time
RESPONSIBLE TO	Commercial Director
RESPONSIBLE FOR	N/A
GRADE AND SALARY	Grade 6 - £45,480 - £49,699 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
HOURS OF WORK	22.20 hours per week;(9.15am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Vice Principal Exams, Commercial & Partnerships, Vice Principal of Actor Training and Drama School, Short Course Leaders, Course Leaders and Lead Practitioners, Associate Teachers, Students, Teaching staff, Head of Technical Training, Courses & Workshops Officer, Drama School Operations Manager, Space Management Officer, Admissions Manager, Head of Marketing, AWP, Freelance Creatives
INTERNAL	
EXTERNAL	Industry
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) 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

(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	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
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(10) GROUP LIFE ASSURANCE	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
(11) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	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

You will contribute to the planning and content development, and lead the delivery of our innovative and expanding commercial LAMDA Short Courses programme. This includes working with the Short Courses; Course Leader and the Short Course project team to manage budgeting, courses and content design, delivery, logistical planning and staffing of Short Courses, to enable LAMDA to deliver an exciting programme of Short Courses which meet demand from industry, freelancers, potential Drama School students, both within the UK and internationally.

DUTIES AND RESPONSIBILITIES

- Support the development and delivery of a varied annual programme of short courses (including in-person, online, regional, and international), working closely with the Vice Principal (Exams, Commercial & Partnerships) and Short Course Leader in the UK and

internationally.

- Assist with budgeting, scheduling, marketing liaison, and setting application deadlines to ensure courses meet financial and participation targets.
- Plan and coordinate course content, timetabling, lesson plans, and text selection in collaboration with tutors and other staff.
- Staff courses effectively, including confirming availability, managing cover, inducting staff, and briefing them on course content, technical needs, access requirements, and marking processes.
- Act as the final point of contact for staffing issues, including emergency cover.
- Liaise with Admissions and Disability Services to ensure student access needs are identified and communicated clearly to staff.
- Coordinate room set-up and required resources (e.g., filming equipment, printed materials, mocap suits).
- Provide a welcoming and supportive experience for students, including first-day briefings, pastoral support, and attending sharings.
- Support feedback collection and evaluation to improve course planning and delivery.
- Deliver ad hoc teaching as required across the short course portfolio and, where appropriate, LAMDA's wider programmes.
- Contribute to future planning and development of new short course opportunities.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Inspiring leadership</p> <p>Excellent organisational and administrative ability</p> <p>Course management</p> <p>Ability to Review, Reflect and Evaluate to inform change</p> <p>The ability to communicate complex knowledge clearly, both orally and in writing</p> <p>Excellent pastoral skills. Highly skilled in dealing with complex, sensitive information where persuasive, motivational, empathic skills are required</p> <p>The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in the subject area</p> <p>The ability to create and maintain an inclusive and safe learning environment for all students</p> <p>Ability to work effectively and creatively with students and colleagues</p> <p>Ability to work and learn alongside students in co-creation</p> <p>Ability to organise own time effectively, so as to meet deadlines and manage competing priorities</p> <p>Good analytical skills and the ability to respond to problems which arise in learning situations</p>	Entrepreneurial instincts	CV/Cover letter/ Interview

	<p>Ability to plan and organize a broad range of complex activities, requiring the formulation and adjustment of plans or strategies.</p> <p>ESSENTIAL</p>	DESIRABLE	METHOD OF ASSESSMENT
	<p>Ability to translate teaching and learning into the virtual learning environment</p> <p>Negotiating and influencing</p> <p>Problem solving</p> <p>Commercial acumen</p>		
KNOWLEDGE	<p>Extensive breadth and depth of specialist knowledge, contemporary professional application and understanding in the discipline underpinned by theoretical/ academic knowledge or relevant practical experience</p> <p>Excellent understanding across the course curriculum and the scholarship associated with it.</p> <p>Excellent awareness of modern and classical theatre repertoire</p> <p>Ability to concentrate for prolonged periods</p>	<p>Understanding of, or willingness to learn about, Quality Assurance procedures</p> <p>Strong external creative</p>	CV/Cover letter/ Interview
EXPERIENCE	<p>Significant experience of delivering teaching and/or training</p> <p>National/international profile as an industry practitioner or pedagogue</p> <p>Relevant experience in the creative skills sector as a practitioner</p> <p>Experience of working with young people</p> <p>Continuing professional development</p> <p>Experience of programme development</p>	<p>Facilitation skills</p> <p>Artist development and participatory arts in a variety of setting and a variety of audiences</p> <p>Course design</p> <p>Work on unconscious bias, consent and inclusion</p> <p>Safeguarding</p> <p>Health and safety in professional or training settings</p> <p>Experience of running and managing a short course programmes</p>	CV/Cover letter/Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Degree and/or equivalent relevant Industry Experience	Formal learning (or equivalent) in a relevant subject and a research and/or professional qualification. Experience of or willingness to gain experience of making a significant contribution at a senior level to the HEA	Certificates (If applicable)
QUALITIES	Leadership and Creativity Resilience 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 Flexibility – the ability to adapt to different learning styles and requirements. The ability to adapt to different styles of Direction Good sense of humour Empathy		CV/Cover letter/ 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

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.

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 alumnus Benedict Cumberbatch was appointed the Academy's President.

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.

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.