JOB TITLE	Course Leader - BA (Hons) Professional Acting[*]
TYPE OF CONTRACT	Permanent, full-time.
RESPONSIBLE TO	Vice-Principal, Actor Training & Drama School.
RESPONSIBLE FOR	Line management of relevant Heads of Discipline Faculty, Visiting Creatives and Project Directors.
GRADE AND SALARY	Grade 7 £54,306 - £59,341 Please note that we advertise our salaries within 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	37 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary.
KEY WORKING RELATIONSHIPS	Vice-Principal, Actor Training & Drama School, Course Leaders and Heads of Discipline, Faculty, Students, Teaching staff, Head of Technical Training, Drama School Operations Manager, Drama School Officer, Drama School Coordinator, Admissions Manager, Head of Marketing, Producer and Assistant Producer, Freelance Creatives.
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months
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).
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.

[*] The postholder is appointed as a Course Leader within LAMDA's Drama School, initially assigned to BA Professional Acting. LAMDA may, following consultation and with reasonable notice, assign the postholder to the leadership of another programme commensurate with their grade, skills and experience.

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.
GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible for a death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service.
SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket .
CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme.
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.
REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks across thousands of brands from a wide variety of categories.

JOB PURPOSE

You will provide strategic and academic leadership for BA (Hons) Professional Acting, shaping the experience of students across all three years of the course. You will lead its planning, development and delivery, ensuring that training is ambitious, coherent and progressive, and that students are prepared for the demands of professional practice.

You will lead the course team and coordinate the contributions of Heads of Discipline and Assistant Professors across the curriculum. You will appoint and work closely with project directors, freelance tutors, and workshop and production creatives, bringing their work together into a rigorous and connected programme of training. Through quality assurance, reflection and evaluation, you will sustain high standards and lead the course's continuing development.

Alongside course leadership, you will lead projects and contribute to teaching and creative practice across the school in one or more Acting and Directing disciplines, such as Acting, Directing, Voice, Movement, Music and Singing, or Professional Practice.

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DUTIES AND RESPONSIBILITIES

Academic Leadership

- Lead the academic, creative and pedagogic development of the BA (Hons) Professional Acting programme, ensuring it reflects current industry practice, conservatoire training and LAMDA's

strategic priorities.
- Plan, coordinate and oversee the delivery of the BA (Hons) Professional Acting programme curriculum, ensuring a coherent and high-quality student learning experience.
- Lead curriculum review, enhancement and innovation, including annual programme review, validation and revalidation activity.
- Monitor and evaluate the quality of teaching, learning and assessment across the programme, responding proactively to student feedback and quality assurance processes.
- Contribute to the development of LAMDA's curriculum, including supporting anti-racist, inclusive and decolonised teaching practices.

Student Experience and Academic Oversight

- Hold overall responsibility for the academic progress of students throughout the BA (Hons) Professional Acting programme.
- Oversee assessment, marking and moderation processes, ensuring consistency, fairness and compliance with institutional regulations, clear and transparent marking criteria, and timely, constructive and high-quality feedback to students.
- Provide academic guidance and learning tutorials, while managing pastoral relationships and referring students appropriately to specialist support services where required.
- Monitor student engagement, attendance and progression, working collaboratively with Student Services and Academic Registry where appropriate.
- Uphold LAMDA's consent-based and inclusive practice in all teaching, rehearsal and production contexts, in line with the Intimacy and Ensemble Guidelines.

Artistic Leadership

- Lead the artistic planning of the programme, including the selection of texts in consultation with Project Leaders and the Play Selection Panel, as constituted in the Casting Framework.
- Oversee casting across all BA (Hons) Professional Acting projects in accordance with the LAMDA Casting Framework, including termly casting conversations, written casting rationales, annual repertoire analysis, and the review of cast lists against the framework's equality questions.
- Plan workshop projects, including the recruitment and appointment of visiting directors and practitioners, with approval from the Vice-Principal, Actor Training & Drama School.
- Curate Artist Development sessions, workshops and other enhancement activities that support students' professional development.

Teaching and Faculty Leadership

- Teach and/or direct productions, workshops and performance projects.
- Observe teaching across the programme to support consistency and excellence in delivery.
- Work collaboratively with the Producer to induct freelance practitioners, ensuring they understand the students' stage of training, programme expectations and relevant student support procedures.
- Foster a collaborative and supportive teaching culture across permanent and visiting staff.

Recruitment, Admissions and Student Journey

- Lead recruitment activity for the programme, including participation in auditions and recalls.
- Make recommendations for student selection in consultation with the Admissions Manager, in line with LAMDA's recruitment policies and targets, for approval by the Vice-Principal, Actor Training & Drama School.
- Contribute to Open Days, applicant events and marketing activities.
- Plan and coordinate Student Induction Week in collaboration with the Admissions Manager and Vice-Principal, Actor Training & Drama School.

Operational Leadership

- Lead course timetabling in collaboration with the Vice-Principal, Actor Training & Drama School.

- Manage elements of the programme budget as delegated.
- Ensure effective operational planning and coordination of programme activity throughout the academic year.

Quality Assurance and Governance

- Participate actively in Academic Board, Exam Boards and relevant committees.
- Lead engagement with External Examiners, ensuring timely provision of documentation and responses to recommendations.
- Contribute to institutional quality assurance processes, including annual monitoring, validation and enhancement activities.
- Ensure the programme operates in accordance with LAMDA regulations, policies and academic standards.

Professional Practice and External Engagement

- Contribute to research, scholarship, knowledge exchange and professional practice appropriate to the role.
- Maintain professional networks that inform teaching, curriculum development and industry engagement.
- Contribute to the development and maintenance of LAMDA's alumni network, including support for mentoring and graduate engagement.

Workload

- It is expected that approximately 30% of working time across the year will be devoted to face-to-face teaching and directing (including workshops and productions, which may involve students beyond the BA Professional Acting programme), with approximately 50% allocated to curriculum planning, preparation, assessment and moderation, student tutorials, recruitment and admissions activity, quality assurance, programme leadership, summer schools, and academic administration, and up to 20% for research, scholarship and professional practice – agreed annually through appraisal within LAMDA’s academic workload model.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Skills/Abilities	Inspiring leadership Excellent organisational and administrative ability Course management Ability to review and appraise the performance of other teachers Ability to review, reflect and evaluate to inform change The ability to communicate knowledge clearly, both orally and in writing Excellent pastoral skills. Highly skilled in dealing with complex, sensitive information where persuasive, motivational, empathic skills are required Demonstrable commitment to consent-based and inclusive training practice The ability to stimulate and encourage the commitment to learn in others 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 plan and organise a broad range of complex activities, requiring the formulation and adjustment of plans or strategies. Ability to translate teaching and learning into the virtual learning environment Negotiating and influencing Problem solving		CV, cover letter and interview

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge	Extensive breadth and depth of specialist knowledge, underpinned by theoretical or academic knowledge or relevant professional practical experience Excellent understanding across the course curriculum and the scholarship associated with it. Excellent awareness of modern and classical theatre repertoire	Understanding of, or willingness to learn about, Quality Assurance procedures Strong external creative networks Understanding of technical production in stage and screen	CV, cover letter and interview
Experience	Significant experience of delivering teaching and/or training in a conservatoire-style setting National/international profile as an industry practitioner or pedagogue Relevant experience in the creative skills sector as a practitioner Experience of working with young people Continuing professional development Experience of programme development Experience of supporting access, participation and outreach initiatives	Facilitation skills Conflict resolution Experience of artist development and participatory arts in a variety of settings and with diverse audiences Course design Experience of developing or delivering training on unconscious bias, consent and inclusion Safeguarding Health and safety in professional or training settings Experience of theatre in education or school tours	CV, cover letter and interview
Qualifications	Degree and/or equivalent relevant Industry Experience with a significant contribution at a senior level to the HEA	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)

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.