JOB DESCRIPTION

JOB TITLE	Short Course Leader (Maternity Cover)
TYPE OF CONTRACT	12 Month Fixed Term Contract, Part-time (0.6)
RESPONSIBLE TO	Commercial Director
GRADE AND SALARY	Grade 7 £54,306 - £59,341 (1 FTE) £32,583.60 – £35,604.60 (0.6 FTE) 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	23 hours per week; Monday – Wednesday, between the hours of 9:15am – 5:30pm. Plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS INTERNAL	Commercial Director, Director of Actor Training and Drama School, 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
EXTERNAL	Exam Board participation
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 5 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (pro rata for part-time staff). (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) 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
(4) 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
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) 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
(9) 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
(10) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

To provide strategic and operational leadership for LAMDA's short course portfolio, driving the development, delivery and expansion of innovative, high-quality performing arts training programmes that meet the needs of learners, industry and global markets. The role is accountable for delivering a significant and growing income stream through the creation of commercially successful and financially sustainable programmes, while ensuring an outstanding participant experience. Through horizon scanning, market insight and sector engagement, the postholder will identify and develop new opportunities for growth, lead operational excellence across the portfolio, and enhance LAMDA's reputation and impact as a world-leading provider of performing arts training.

DUTIES AND RESPONSIBILITIES

- Lead the strategic development, management and continuous improvement of LAMDA's short course portfolio, ensuring programmes are innovative, academically rigorous, financially sustainable, and aligned with institutional priorities.

- Design, develop and review short course provision in response to industry trends, market demand, participant feedback and strategic growth opportunities.
- Ensure the effective planning, delivery and evaluation of all short courses, maintaining high standards of teaching, learning, participant experience and academic quality.
- Lead the effective operational delivery of the short course portfolio, ensuring programmes are delivered to a consistently high standard and achieve agreed quality, financial and performance objectives.
- Manage the short course portfolio to achieve student recruitment, retention, income and participation targets, taking appropriate action to address underperformance and support growth.
- Champion an outstanding participant experience across all short course activity, using learner feedback, data and evaluation to drive continuous improvement and maximise participant satisfaction and engagement.
- Develop and maintain effective operational processes and service standards that support high-quality delivery, scalability and sustainable portfolio growth.
- Work collaboratively with colleagues across LAMDA to ensure a seamless learner journey from enquiry through to course completion, enhancing participant outcomes and supporting learner retention and advocacy.
- Identify and develop new short course, professional development, partnership and commercial opportunities that enhance LAMDA's reputation and generate sustainable income.
- Monitor and evaluate programme performance using financial, recruitment and participant data, making recommendations to improve quality, efficiency, profitability and impact.
- Prepare, manage and monitor budgets associated with short course provision, ensuring effective use of resources and value for money.
- Work collaboratively with Marketing, Admissions and external partners to support participant recruitment, audience development and the successful promotion of short course activity.
- Recruit, manage and support tutors and creative practitioners involved in short course delivery, ensuring appropriate induction, performance management and professional development.
- Build and maintain effective relationships with industry professionals, partner organisations and key stakeholders to enhance programme quality, market reach and commercial opportunities.
- Ensure compliance with all relevant academic, regulatory, safeguarding, health and safety, equality, diversity and data protection requirements.
- Contribute to institutional planning, reporting and decision-making through the provision of market intelligence, performance analysis and portfolio development recommendations.

- Represent LAMDA internally and externally, acting as an advocate for the short course portfolio and contributing to the Academy's strategic and commercial objectives.

PERSON SPECIFICATION

	ESSENTIAL	**DESIRABLE**	**METHOD OF ASSESSMENT**
SKILLS / ABILITIES	Inspiring leadership Excellent organisational and administrative ability Course management Ability to Review, Reflect and Evaluate to inform change The ability to communicate complex knowledge clearly, both orally and in writing Ability to recognise and escalate complex or sensitive issues, ensuring appropriate procedures are followed and relevant colleagues are engaged to support effective resolution across a busy short course programme The ability to create and maintain an inclusive and safe learning environment for all students and tutors Ability to work collaboratively across departments, lead curriculum development, and provide clear artistic direction to a team of tutors Ability to organise own time effectively, so as to meet deadlines and manage competing priorities Strong analytical and problem-solving skills, with the ability to identify operational challenges, implement effective solutions and adapt processes where	Entrepreneurial instincts	CV/Cover letter/ Interview

	necessary to support the successful delivery of the programme Ability to plan and organize a broad range of complex activities, requiring the formulation and adjustment of plans or strategies. **ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
	Ability to apply teaching and learning expertise to the design, development and packaging of engaging courses across a range of delivery formats, including online and blended learning. Problem solving Commercial acumen Planning skills	Understanding of budgets and budget setting	
KNOWLEDGE	Broad knowledge and understanding of a range of drama and theatre disciplines, informed by contemporary professional practice, relevant theoretical knowledge and practical experience, alongside a willingness to develop new areas of knowledge and explore emerging practices across the discipline A strong understanding of the portfolio curriculum and the ability to respond to the academic, practical and developmental needs of tutors and learners across a range of programmes Strong awareness of current trends and developments in drama and theatre education, with the ability to identify emerging opportunities and respond to changing market demands	Understanding of, or willingness to learn about, Quality Assurance procedures Strong external creative	CV/Cover letter/ Interview
EXPERIENCE	Significant experience of	Experience of running	CV/Cover

	delivering teaching and/or training in a drama school or equivalent setting Experience of course leadership in a drama school or equivalent setting Experience working with young people or designing programmes for younger learners Experience of programme and curriculum development	and managing a short course programme Experience developing, maintaining and growing a commercial programme or venture within the arts. Experience engaging freelance tutors or creative facilitators. A strong understanding of unconscious bias, consent, inclusion, safeguarding, and health and safety, with the ability to ensure these principles are embedded in curriculum development, course planning and programme delivery. Continuing professional development	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		CV/Cover letter/ Interview

	across a number of simultaneous projects Collaborative team player with ability to communicate clearly and effectively Flexibility and adaptability – the ability to design and develop programmes that respond to the needs of different markets and audiences, adapting course content and delivery as required to reflect changing priorities and opportunities Empathy		

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.