

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

## Job Description

<b>Job Title</b>	Course Leader – BA (Hons) Theatre and Performance Design
<b>Salary Scale</b>	LIPA Course Leader Scale (SCP 35 – SCP 39)
<b>Responsible To</b>	Theatre and Production Design/ Technology
<b>Responsible For</b>	Not Applicable
<b>Number in Post</b>	1
<b>Date Drafted</b>	January 2024

### Job Purpose

To provide oversight, leadership, and teaching input for the BA (Hons) Theatre and Performance Design course, including responsibility for the quality of the student experience, assessment, and operational management of the course.

### Major Tasks

1. Curriculum Management and Leadership.
2. Teaching.
3. Assessment.
4. Quality Assurance.
5. Student Recruitment, Induction and Tutorial Support.
6. Other duties.

## Job Activities

### Major Task 1: Curriculum Management and Leadership

1. To directly lead and manage course delivery.
2. To ensure that all modules in the course remain academically and vocationally relevant and match or exceed nationally recognised standards through a process of continuous monitoring and enhancement.
3. To participate in curriculum reviews, innovation and change in response to Institute or external needs or demands.
4. To ensure all activities in the management of the course conform to institutional systems and practices.
5. To ensure all teaching and learning activities in the course are delivered effectively and efficiently.
6. To work with relevant Heads of Department to ensure that modules are appropriately staffed, including the appointment of Visiting Professionals as appropriate.
7. To liaise with Heads of Department, other Course Leaders, administrators, and other appropriate staff in the collaborative production of the Institute's academic timetable.

### Major Task 2: Teaching

1. To teach a range of students and groups including tutorial work, placement support, as well as classroom and practical teaching.
2. To supervise practical activities including workshops, fieldwork, and work placements as appropriate.
3. To prepare learning resources appropriate to student needs and level.
4. To provide students with guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
5. To work effectively with other teaching, administrative and managerial staff in ensuring a high quality of learning experience for our students.
6. To supervise and support students engaged in practical production work, both within LIPA and externally.

**Major Task 3: Assessment**

1. To manage and operate the Institute's academic assessment procedures with respect to the course and ensure all assessment information is accurate, current, and prepared appropriately for all assessment boards.
2. To prepare assignments and assignment materials as required.
3. To take part in assessment tasks including providing marks, grades and giving written or verbal feedback as required.
4. To attend Assessment Boards as required.

**Major Task 4: Quality Assurance**

1. To liaise with the designated LJMU link tutor.
2. To ensure maintenance of all course and module documentation in line with current practice.
3. To produce periodic monitoring, evaluation and enhancement reports as required for internal and external stakeholders.
4. To liaise with the external examiner with regard to ensuring student work is reviewed and moderated.
5. To prepare for and Chair necessary Boards for the course.
6. To work in conjunction with the HE Administration to operate module and course evaluation processes.

**Major Task 5: Student Recruitment, Induction and Tutorial Support**

1. To support the Marketing and Student Recruitment department in the production of publicity material and attend, when necessary, promotion and marketing events.
2. To implement and operate the Institute's Personal Tutorial system for the course.
3. To manage and participate in the student interview and selection process.
4. To produce references as requested for students / graduates enrolled on the course.

**Major Task 6: Other Duties**

1. Work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. Participate in staff appraisals and training programmes as required.
3. Carry out duties at all times with due regard to Data Protection/confidentiality, Equal Opportunities, Health and Safety and other policies as agreed and revised from time to time.

**Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

Lecturers are expected to work such hours as are reasonably necessary for the proper performance of their duties. Contractually, formal scheduled teaching hours will not normally exceed 510 hours over a 30-week teaching year, with agreed remission in recognition of Course Leadership responsibilities.

# LIPA

THE LIVERPOOL INSTITUTE  
FOR PERFORMING ARTS

## Person Specification – Course Leader: BA (Hons) Theatre and Performance Design

		To be identified by:
<b>Education and Qualifications:</b>		
A degree (or professional equivalent) in a relevant field.	Essential	Application Form/Certificates
A recognised HE teaching qualification or fellowship of the HEA.	Desirable	Application Form/Certificates
A professional qualification or higher-level qualification.	Desirable	Application Form/Certificates
<b>Experience / Knowledge:</b>		
Substantial experience as a Set and/or Costume Designer in a professional context within the live performing arts.	Essential	Application Form/ Interview
Recent teaching experience in higher education or similar training settings.	Essential	Application Form/ Interview
Experience/understanding of the development of the design process for live theatre productions and their realisation.	Essential	Application Form/ Interview
Experience of assessing students and interdisciplinary teaching including informal and formal assessment/ feedback practices and module leadership.	Essential	Application Form/ Interview
Knowledge of current developments in vocational and graduate training in Design within the performing arts.	Essential	Application Form/ Interview
Strong contacts and networks in the Design field within the performing arts industry.	Essential	Application Form/ Interview
An understanding of career patterns within the Design scope for the performing arts.	Essential	Application Form/ Interview

<b>Skills and Ability:</b>		
Ability to teach Design / Making for theatre and live performance (or related area) at undergraduate level and within interdisciplinary contexts including projects and exhibitions.	Essential	Interview/ Workshop
Strong written / verbal communication skills including the ability to produce clear reports.	Essential	Interview/ Workshop
Demonstrable interpersonal skills of a high order and ability to work as a member of a team.	Essential	Interview/ Workshop
Proficient use of generic and subject specific software and technology to support administration and teaching practice.	Desirable	Interview/Workshop
Ability to lead students in both Set and Costume Design projects within public productions and exhibitions.	Desirable	Interview/ Workshop
Ability to teach Design/Making techniques (in one or more areas of expertise) to professional standards.	Desirable	Interview/ Workshop
<b>Commitment:</b>		
To our Equal Opportunities Policies and Practice.	Essential	Application Form / Interview
To developing our students' knowledge and practical abilities.	Essential	Application Form / Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form / Interview