

Job Description

Job Title	Head of Musical Theatre
Salary Scale	£51,306 - £57,723 p.a. LIPA Principal Lecturer Scale (42 – 46)
Responsible To	Director of the School of Performance
Responsible For	Senior Lecturers/Lecturers/Teaching Fellows/Assistant Lecturers/Visiting Lecturers
Number in Post	6
Date Revised	March 2023

Job Purpose
To be responsible for providing the academic leadership for all courses and modules within a designated programme area, including responsibility for the quality of the student experience, assessment, and operational management of the area.
Major Tasks
1. Academic Leadership
1. To provide academic leadership for all courses and modules within the designated programme area.

2. To ensure that all courses and modules within the programme areas are academically and vocationally relevant and match or exceed nationally recognised standards.
3. To ensure all activities within the programme area conform to institutional systems and practices.
4. To ensure all activities within programme area are delivered as effectively and efficiently as possible.
5. To ensure the production of course study guides and individual module study guides.
6. To liaise with other Heads, Course Leaders, administrators and other appropriate staff in the collaborative production of the Institute academic timetable.
7. To act as Course Leader for a major course within the programme area.

2. Quality Assurance

1. To manage and operate the Institute's QA procedures within the programme area and participate in the institute-wide QA cycle.
2. To maintain all course and module documentation in line with current practice.
3. To ensure the production of all quality reports.
4. To liaise with the external examiners or verifiers and ensure they are fully informed of all process and practices in place within the Institute and that they have all appropriate information that they require.
5. To be a member of all Programme Boards within the programme area.

3. Curriculum Innovation

1. To participate in curriculum reviews, innovation and change in response to Institute or external needs or demands.
2. To contribute to curriculum development.
3. To implement curriculum change resulting from innovation and development.
4. To liaise with external organisations associated with education and training in the Performing Arts.
5. To develop course material.

4. Teaching

1. To teach a minimum of 380 hrs (excluding tutorials and assessment) within the Department and across the Institute (as required). The exact nature of the teaching allocation will be agreed with the Director of School prior to commencement of each teaching year.
2. To lead, when required, one or more cross-Institute modules of study.

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 within the programme area the Institute's Academic Guidance system.
3. To manage and participate in the student interview, audition, and selection process.

6. Operational and Line Management

1. To act as line manager for all Course Leaders, Senior Lecturers, Main Grade Lecturers and part-time lectures within the programme area.

2. To ensure all the above academic staff are working in the most effective and efficient manner.
3. To maintain accurate records of each individual member of academic staff's timetable including all teaching commitments, holiday and research leave.
4. To undertake annual staff appraisals for all established staff members within the programme area.
5. To manage staff peer review cycle.
6. To manage any delegated budget within guidelines set by the institution.

7. Common Duties

1. To work flexibly including contributing to work projects of a general nature and providing cover for other staff.
2. To participate in staff appraisals and training programmes as required.
3. To always carry out duties with due regard to Equality, Diversity and Inclusion, Health and Safety and other Institute policies as agreed and revised from time to time.
4. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. 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.

The post may involve some travel overseas.

Hours:

Usually 37.5 hrs per week, Monday – Friday, although there may be situations whereby the postholder will need to put in the hours to ensure that e.g., agreed project/work deadlines are met.

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Person Specification

Head of Musical Theatre

		To be identified by:
Education and Qualifications:		
Good Honours Degree or equivalent	Essential	Application Form/Qualification Certificates
Higher Degree (Masters or Doctorate)	Desirable	Application Form/Qualification Certificates
Recognised Teaching Qualification or membership of the HE Academy	Desirable	Application Form/Qualification Certificates
Experience:		
Experience of teaching in Higher Education.	Essential	Application Form/Interview
Professional experience in one or more of the following areas – musical theatre performance, acting, actor-musicianship, singing, dance/choreography, directing.	Essential	Application Form/Interview
Leadership experience in a Higher Education setting.	Desirable	Application Form/Interview
Experience of interdisciplinary, collaborative working in a performing arts and/or Higher Education setting.	Essential	Application Form/ Interview
Experience of curriculum design and delivery in Higher Education.	Essential	Application Form/ Interview

Experience of liaising with external organisations / partners.	Desirable	Application Form/Interview
Skills and Ability:		
Ability to plan, monitor and review courses and projects.	Essential	Application Form/Interview
Ability to lead a team.	Essential	Application Form/Interview
Ability to teach up to postgraduate level and within multi-disciplinary contexts.	Essential	Application Form/Interview
Strong leadership and interpersonal skills.	Essential	Application Form/Presentation/Interview
Strong communication (written and verbal) skills in order to produce clear reports for internal and external consumption.	Essential	Application Form/Presentation/Interview
Organisational and administrative skills consistent with middle management in Higher Education.	Essential	Application Form/Interview
Flexible and innovative approach to teaching.	Essential	Application Form/Interview
Ability to work to deadlines	Essential	Application Form/Interview
Competency in generic IT systems, e.g. Office 365.	Desirable	Application Form/Interview
Expertise/Knowledge:		
Knowledge of current developments in vocational, graduate, and postgraduate training in the performing arts.	Essential	Interview
Familiarity with the UK HE landscape, HE pedagogy, assessment strategies, and QA procedures.	Essential	Interview

Knowledge of the latest developments in technology enhanced learning.	Essential	Interview
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Commitment:

To an understanding of, and demonstrable commitment to LIPA's Equality, Diversity and Inclusion policies and practice.	Essential	Interview
To the provision of a high level of service to students and staff.	Essential	Interview
To enthusiasm and flexibility.	Essential	Interview