

**Job Description**

<b>Job Title</b>	Programme Leader – BA (Hons) Acting (Musical Theatre)
<b>Salary Scale</b>	Programme Leader (SCP 35 – SCP 39)
<b>Responsible To</b>	Head of Musical Theatre
<b>Responsible For</b>	Level 4 Leader and Level 5 Leader
<b>Number in Post</b>	1
<b>Date Drafted</b>	January 2025

**Job Purpose**

In addition to carrying out normal teaching activities (see Job Description), the Programme Leader will be responsible for providing oversight and leadership for the BA (Hons) Acting (Musical Theatre) course, including responsibility for the quality of the student experience, assessment and operational management of the programme.

**Major Tasks**

1. Curriculum Management and Leadership
2. Assessment
3. Quality Assurance
4. Staff/Student Recruitment, Induction and Support

## **Job Activities**

### **Major Task 1: Curriculum Management and Leadership**

1. To directly lead and manage the programme.
2. To ensure that all modules in the programme remain academically and vocationally relevant and match or exceed nationally recognised standards.
3. To ensure all activities in the management of the course conform to institutional systems and practices.
4. To ensure all teaching and learning activities in the course are delivered as measurably effective and efficient.
5. To work with relevant Programme Leaders and/or Heads of Department to ensure that modules are appropriately staffed, including the appointment of Visiting Professionals as appropriate.
6. To liaise with Heads of Department, other Programme Leaders, administrators and other appropriate staff in the collaborative population of the Institute's academic timetable.
7. To line manage and appraise Level Leaders in the fulfilment of their role, tasks and responsibilities for effective level leadership.

### **Major Task 2: Assessment**

1. To manage and operate the Institute's academic assessment, marking and feedback procedures with respect to the programme and ensure all assessment information is accurate, current and prepared appropriately for all assessment boards.

### **Major Task 3: Quality Assurance**

1. To liaise with the Director of School, Head of Department and/or other members of the quality team to ensure quality processes, procedures and protocols are administered.
2. To ensure the maintenance of all programme and module documentation in line with current practice.
3. To produce annual or continuous monitoring/reporting for the programme within institutional frameworks and deadlines.
4. To liaise with the external examiner with regard to ensuring student work is reviewed and moderated.
5. To prepare for, and contribute to, Programme Boards.
6. To work in conjunction with the designated Administrator/s to operate module and programme evaluation processes.

#### **Major Task 4: Student Recruitment, Induction and Tutorial Support**

1. To support the Marketing and Student Recruitment department in the production of publicity materials and attend, when necessary, promotion and marketing events.
2. To implement and operate the Institute's learning guidance system for the programme.
3. To manage and participate in the student audition, interview and selection process.
4. To manage recruitment and retention, working alongside colleagues, to meet institutional target enrolments on the programme.

#### **Major Task 5: Common 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 duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

#### **Location:**

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their 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:**

37.5 hours per week, full time. This role attracts 75 hours remission from the post holder's normal teaching allocation.

**Person Specification – Programme Leader BA (Hons) Acting (Musical Theatre)**

		To be identified by:
<b>Education and Qualifications:</b>		
A degree (or equivalent) in a relevant field.	Essential	Application Form
A recognised HE teaching qualification or AdvanceHE fellowship.	Desirable	Application Form
<b>Experience / Knowledge:</b>		
Experience of Programme Leadership/management.	Essential	Application Form/Interview
Substantial experience as a musical director, director, or performer in musical theatre.	Essential	Application Form/Interview
Experience/understanding of singing, dance or acting technique, or musical direction/directing.	Desirable	Application Form/Interview
Experience and skills in one or more of the following: acting, singing, dance (associated musical theatre skills).	Essential	Application Form/Interview
A minimum of 3 years teaching experience in higher education or similar training provision within the last 5 years.	Essential	Application Form/Interview
Experience of assessing students and interdisciplinary teaching.	Essential	Application Form/Interview
Knowledge of current developments in vocational and graduate training in performing arts.	Essential	Application Form/Interview
<b>Skills and Ability:</b>		
Ability to teach at undergraduate level and within interdisciplinary contexts.	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
Ability to lead and direct acting and associated performance projects.	Essential	Interview/Workshop
Ability to teach acting associated performance techniques to professional standards.	Essential	Interview/Workshop
<b>Commitment:</b>		
To Equal Opportunities Policies and Practice.	Essential	Application Form/Interview
To a high level of service to the customer.	Essential	Application Form/Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form/Interview