

Job Description

Job Title	Lecturer in Theatre and Performance Design
Salary Scale	Lecturer (SCP 30 – SCP 36)
Responsible To	Head of TPD/T
Responsible For	Not applicable
Number in Post	1
Date Drafted	May 2026

Job Purpose

To contribute, as required by the Head of Department and Programme Leader, to the services provided by the Department to which the post holder is appointed.

Major Tasks

1. Teaches Theatre and Performance Design/Technology and related subjects to students enrolled on a range of courses as assigned by the Head of Department.
2. Manages modules or parts of courses as required.
3. Assesses students by the formal or informal methods required by external examining bodies and internal procedures.
4. Contributes to curriculum innovation, development and implementation.
5. Assists in the implementation of pastoral and welfare systems provided for students.
6. Continues personal and professional development in the areas of both subject knowledge and teaching methods.

Job Activities

Major Task 1: Teaching

1. Teaches to a range of students and groups including, where applicable, tutorial work associated with outreach work, placement support and open learning as well as classroom teaching.
2. Undertakes organisational and administrative duties associated with the teaching responsibilities of the post.
3. Supervises and supports students in practical activities including productions, workshops, fieldwork and work placement as appropriate.
4. Facilitates learning by selection of material and methods appropriate to student needs and course level.
5. Provides students with feedback and guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
6. Works effectively with other teaching, administrative and managerial staff in ensuring a high quality of learning experience for our students.

Major Task 2: Module Leadership & Management

1. Promotes equality of opportunity for all students on programmes of study within the department/Institute.
2. Plays an active role in the marketing of the subject/area/Institute that may involve liaison with agencies or other educational providers and attendance at open days/evenings or publicity events.
3. Leads other staff assigned to teaching duties on modules for which the post holder has been assigned responsibility.
4. Maintains accurate and up to date records (registers, timetables etc.) as required by the Programme Leader
5. Prepares written reports for the Programme Leader, relevant funding bodies and other agencies when required.
6. Plans effective learning activities and manages assessment tasks appropriately.

7. In conjunction with the Programme Leader, assist in the recruitment of Visiting Lecturers when necessary.
8. Assists in the management of physical and technical resources as required.

Major Task 3: Assessment

1. Prepare assignments, examination questions and assignment materials as required.
2. To take part in assessment tasks including providing marks, grades and giving written or verbal assessments as required.
3. To attend Module and Programme Assessment Boards as required.

Major Task 4: 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 materials.

Major Task 5: Pastoral and Welfare

1. Acts as Personal tutor for a group of students, undertaking student welfare, academic and non-academic counselling as appropriate.
2. Prepares and submits reports of students to internal and external authorities about their progress, attainment, personal qualities, interests, potential, discipline, etc.
3. Identifies students in need of support and refers students as appropriate to partner agencies or LIPA internal student support team.
4. Prepares references for students seeking employment and making subsequent educational applications.

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 all our 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:

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 over the course of the academic year, excluding assessment, induction, and tutorials.

Person Specification – Lecturer in Theatre and Performance Design

		To be identified by:
Education and Qualifications:		
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
Experience:		
Substantial theatre and/or live event production experience as a designer.	Essential	Application Form/ Interview / References
Two or more years teaching experience in higher or further education within the last 5 years in a related subject area.	Essential	Application Form/ Interview / References
Experience of assessing students and interdisciplinary teaching.	Desirable	Application Form/ Interview / References / Workshop
Knowledge, Skills and Ability:		
Evidence of strengths in both of the following areas: Set Design; Costume Design;	Essential	Application Form/ Interview / References
Additional skills in one or more of the following areas: Prop Making; Puppetry;	Essential	Application Form/ Interview / References

<p>Scenic Construction/Fabrication;</p> <p>Model Making;</p> <p>Scenic Painting;</p> <p>Technical Drawing;</p> <p>Computer Aided Design;</p>		
<p>Ability to monitor and participate in course and project review.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Ability to teach at undergraduate level and within interdisciplinary contexts.</p>	<p>Essential</p>	<p>Interview/ Workshop</p>
<p>Demonstrable interpersonal skills of a high order.</p>	<p>Essential</p>	<p>Interview / Workshop</p>
<p>Strong written / verbal communication skills including the ability to produce clear reports.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Strong digital fluency within theatre and performance design practices, including the effective use of digital tools and platforms to support creative development and professional workflows.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Knowledge of current developments in vocational and graduate training in performing arts.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Knowledge of the current factors affecting careers in the industry.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Knowledge of current and emerging technologies within the industry.</p>	<p>Essential</p>	<p>Application Form / Interview</p>
<p>Commitment:</p>		

To the provision of a high level of service to students and staff.	Essential	Interview
To work with enthusiasm and flexibility.	Essential	Interview