

**Job Description**

<b>Job Title</b>	Visiting Professional in Dance (Context)
<b>Salary Scale</b>	Fixed SCP 25 (£49.50 per hour inclusive of holiday pay)
<b>Responsible To</b>	Head of Dance
<b>Responsible For</b>	Not Applicable
<b>Number in Post</b>	1
<b>Date Drafted</b>	September 2024

**Job Purpose**

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

**Major Tasks**

1. Teaches contextual studies for dance to students enrolled on a range of courses as assigned by the Head of Discipline.
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 practical activities, 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: Management of Modules**

1. Promotes equality of opportunity for all students on programmes of study within the department/Institute.
2. Maintains accurate and up to date records (registers, timetables etc.) as required by the Head of Discipline.
3. Prepares written reports for the Head of Discipline, relevant funding bodies and other agencies when required.
4. Plans effective learning activities and manages assessment tasks appropriately.

### **Major Task 3: Assessment**

1. Prepares assignments, examination questions and assignment materials as required.
2. Marks, grades and gives written or verbal feedback as required.
3. Attends assessment boards as required.

#### **Major Task 4: Curriculum Innovation**

1. Develops curriculum through leadership or co-operation in development.
2. Implements curriculum change resulting from innovation and development.
3. Liaises with external organisations associated with education and training in the Performing Arts.

#### **Major Task 5: Pastoral and Welfare**

1. Prepares and submits reports of students to internal and external authorities about their progress, attainment, personal qualities, interests, potential, discipline, etc.
2. Identifies students in need of support and refers students as appropriate to partner agencies or LIPA internal learner support team.

#### **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:**

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.

#### **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 their competence, such jobs being 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.

#### **Hours:**

Approximately 90 hours across Level 4 (all aspects of teaching) and Level 6 (dissertation advisor).

## **Person Specification – Visiting Professional in Dance (Context)**

		To be identified by:
<b>Education and Qualifications:</b>		
A degree or an equivalent professional qualification in Dance/Performing Arts.	Essential	Application Form /Certificates
Post graduate qualification in Dance/Performing Arts.	Desirable	Application Form /Certificates
A recognised HE teaching qualification or fellowship of the HEA.	Desirable	Application Form /Certificates
<b>Experience / Knowledge:</b>		
Experience of teaching in further /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
Professional dance performance experience.	Desirable	Application Form/ Interview
<b>Skills and Ability:</b>		
Ability to teach university level Dance Studies, covering a range of topics.	Essential	Interview
Ability to teach and lead students through written work across all levels of study.	Essential	Interview
Knowledge of professional practice in Dance, with reference to commercial and mainstream theatre as well as the subsidised sectors.	Essential	Interview

Demonstrable interpersonal skills of a high order.	Essential	Interview
Strong written/verbal communication skills including the ability to produce clear reports.	Essential	Interview
Ability to work as part of a team.	Essential	Interview
<b>Commitment:</b>		
To LIPA's Equality and Diversity policies and practice.	Essential	Interview
Enthusiasm and flexibility in their role with a 'can do' attitude.	Essential	Interview
Passionate about improving the student experience.	Essential	Interview
Committed to enhancing the profile of Equality, Diversity and Inclusion.	Essential	Interview