



Job Description

Job Title	Head of Theatre and Performance Design / Theatre and Production Technology
Salary Scale	£51,306 - £57,723 p.a. LIPA Principal Lecturer Scale (42 – 46)
Responsible To	Director of School of CTDE
Responsible For	Course Leaders /Senior Lecturers/Lecturers/Teaching Fellows/Assistant Lecturers/Visiting Lecturers
Number in Post	1
Date Revised	March 2023

Job Purpose

To be responsible for providing the departmental leadership for all courses and modules within the designated programme areas, including responsibility for the quality of the student experience, assessment, and operational management of the area.

Major Tasks

1. Curriculum Management and Leadership

1. To provide leadership and oversight of all courses and modules within the Department.

2. To ensure that all courses and modules within the Department remain academically and vocationally relevant and match or exceed nationally recognised standards.
3. To ensure all activities within the Department conform to institutional systems and practices.
4. To ensure all teaching and learning activities within the Department are delivered as measurably effective and efficient.
5. To liaise with the Director of School, other Department Heads, Course Leaders, administrators, and other appropriate staff in the collaborative production of our academic timetable.
6. To ensure the timely publication of programme and module handbooks, timetables, and related curriculum documentation.
7. In conjunction with the Director of School, to lead a process of continual review and enhancement of curriculum.
8. In conjunction with the Directors of Schools and other Department Heads, contribute to the planning and execution of collaborative productions and other projects across the academic year.

2. Operational Line Management, Leadership and Responsibilities

1. To act as line manager for all Course Leaders, Senior Lecturers, Main Grade Lecturers, Teaching Fellows, Assistant Lecturers and Visiting lecturers within the Department.
2. To ensure all those who you line manage are deployed across the activities of the department in the most effective and efficient manner.
3. To ensure the Department works effectively, collegiately, and collaboratively as a team, observing clear lines of communication and accountability.
4. To work as an exemplar for your team and your students, leading by practice.
5. To undertake annual staff appraisals for all established staff members within the programme area.
6. To manage any delegated budgets within the financial regulations and guidelines set by the institution.

3. Assessment

1. To manage and operate our academic assessment procedures within the Department and ensure all assessment information is accurate, current, and prepared appropriately for all assessment boards.
2. To represent the Department at Boards of Examiners.
3. To chair Moderation Meetings of one or more programme areas (as designated/required by the Director of School).

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. Quality Assurance

1. To work collegiately and consultatively with the Director of School and Quality Manager to manage and operate our QA procedures at Departmental level and participate in the Institute-wide QA cycle.
2. To ensure maintenance of all course and module documentation in line with current practice.
3. To ensure the production of all departmental quality reports.
4. To liaise with the external examiners and ensure they are fully informed of all necessary processes and practices in place within the Institute and that they have all appropriate information.
5. To manage the operation of and Chair Programme Boards and Student Advisory Boards.
6. To ensure robust and timely implementation of student feedback mechanisms at programme and departmental levels.

6. Student Recruitment, Induction and Tutorial Support

1. To support the Marketing and Student Recruitment function in the production of publicity material and attend, when necessary, promotion and marketing events.
2. To implement and operate our Learning Guidance Tutorial system within the Department.
3. To manage and participate in the student interview, audition and selection process.

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 professional development 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 Theatre and Performance Design / Theatre and Production Technology

		To be identified by:
Education and Qualifications:		
Degree or equivalent professional qualification.	Essential	Application Form/Certificates
Higher degree in relevant discipline or equivalent professional experience.	Essential	Application Form/Certificates
Teaching Qualification/Fellowship of the Higher Education Academy.	Desirable	Application Form/Certificates
Experience:		
Experience of teaching in Higher Education.	Essential	Application Form/Interview
Significant professional experience in one or more of the following areas - performance sound, lighting operation & design; stage management; theatre design; scenic construction; production management.	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.	Desirable	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

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