

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Further Particulars

Post	Head of Student Wellbeing and Disability Service
Hours	Part-time, 30 hours per week. Two-year fixed-term contract
Salary	£32,744 - £36,837

A Brief History

The initial development of the Liverpool Institute for Performing Arts involved:

Sir Paul McCartney, an old boy of the Liverpool Institute School for Boys, had long been dismayed by the sad state of his old school building, which was falling into decay after the closure of the school in 1985.

Mark Featherstone-Witty (our Founding Principal and CEO) had developed a particular approach to performing arts teaching and learning that was developed through a charity he created in the mid 80's. The first creation was The BRIT School in London. During that process, Sir George Martin introduced him to Paul.

Liverpool City Council was embarking on an inner-city regeneration programme with finance from a national initiative devised by **Michael Heseltine**, the then Environment Secretary.

Both Paul and Liverpool City Council (independently as it happened) approached Mark to find out what kind of provision might best fit into existing and planned performing arts training in the city.

Today, in the centre of the city, the Liverpool Institute for Boys has become **The Liverpool Institute for Performing Arts (LIPA)** – a higher education institution offering training for the arts and entertainment economy with local, national and international dimensions.

In 2006 we became a designated Higher Education Institution.

We currently enrol around 900 students every year.

We started **LIPA 4:19** – our junior academy - in 2003.

Also based in the centre of Liverpool, **The LIPA Primary and High School**, sponsored by The Liverpool Institute for Performing Arts opened in September 2014.

We opened **The LIPA Sixth Form College** in September 2016 – a new, creative and performance arts-focused Free School for young people aged 16–18.

Together, these four activities constitute the LIPA Learning Group.

What we do – Higher Education

We teach the key disciplines for putting on a show or event. These include performers (actors, dancers and musicians) and those who make performance possible (management, sound technology, theatre and performance design, theatre and performance technology and filmmaking).

Generic skills include: market awareness, technological competence, entrepreneurial skills, multi-skilling, collaboration and theoretical underpinning.

Student destinations, three years after graduating, are how we assess the validity of what we do.

We offer HE programmes validated by Liverpool John Moores University (LJMU). International students make up over 25% of our student body.

Details of our provision can be found on our website (www.lipa.ac.uk).



Our Staff

We have a nucleus of approximately 200 permanent staff, both full and part-time.

This core of staff is periodically supplemented by new appointments.

There is also a substantial input from Visiting Professionals (HE), of whom there are about 100 on the payroll at any one time, and casual staff – mostly students – who support a variety of activities.

External Relationships

We enjoy a close working relationship with LJMU, which as well as validating our degree programmes, also provides services in connection with learning resources, welfare and counselling.

The Office for Students is the government-approved regulatory and competition authority for the higher education sector in England. The regulator was initially established by the Higher Education and Research Act 2017. The Quality Assurance Agency (QAA) is the external body responsible for monitoring the quality of HE provision.

The Post

A job description for the post is enclosed.

You'll be working in one of the UK's leading performing arts institutions. We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment.

Our Student Wellbeing and Disability Service offers professional advice and support to our diverse HE student population on a wide range of issues/needs which may inhibit their achievement or participation during their time with us. This includes specialist study skills support and counselling.

You will lead and co-ordinate this busy service, ensuring that team members are appropriately qualified and experienced and operate to relevant professional standards and codes of practice and have access to regular supervision.

You will be responsible for the initial assessment of students and signposting them to relevant support, both internal and external, including arranging for diagnostic assessments and also have a small caseload yourself. You will be responsible for ensuring that teaching staff are made aware of specific support needs and promoting good practice generally across the institution.

The Person

A person specification is enclosed. Remember: you must ensure that your application specifically addresses the requirements of the person specification.

You will be passionate and committed about supporting inclusive learning. You will also need to be able to manage competing priorities effectively and to remain calm and functioning when dealing with students in distress. Excellent customer service skills and experience of working within a confidential setting are essential, as is a degree and a relevant professional qualification. You will, ideally, have significant post-qualification experience and where possible experience of student-centred services.

Conditions of Service

The present terms and conditions of service for new appointees are set out in our standard contract of employment supplemented by the policies and procedures which make up the Staff Handbook.

For information, some of the terms and conditions which apply to this post are summarised below:

Working Hours
Part-time, 30 hours per week. We have both flexible and hybrid working policies in place. Occasional evening or weekend work may be required.
Holidays
Initially 25 days pro rata (rising to 27 then 30 after 3 and 5 years respectively) plus up to five efficiency days per year and eight bank holidays. The holiday year runs from 1 September to 31 August.
Salary
£32,744 - £36,837 SCP 35 – SCP 39, LIPA Payscale
Grievance
A formal Grievance Procedure exists for all staff who have a grievance relating to their employment.
Disciplinary Procedure
We expect reasonable standards of performance and conduct from our employees. Details of the Disciplinary rules and procedures form part of the Staff Handbook.
Termination of Employment
Two month's written notice on either side.
Pensions
You will automatically be enrolled into the LIPA Group Personal Pension Scheme. Should you choose not to participate in this scheme you must complete an "opt out" form. The scheme can be linked to the tiered member contribution structure operated by the Teachers' Pension Scheme (TPS) and information relating to this can be found in the LIPA Group Personal Pension Scheme members' booklet. These rates may change from time to time. LIPA currently contributes 16.48%. A salary sacrifice arrangement has been approved by HMRC for interested staff.

Health and Safety
In accordance with the terms of the Health and Safety at Work Act 1974, each new member of staff is given a copy of the Institute's Health and Safety Policy and formal training will be provided as part of the induction programme.

No-Smoking Policy

We have a no-smoking policy. All staff are expected to refrain from smoking during normal working hours. There are however designated areas outside the building where staff may smoke during periods when they are 'off-duty'.

Equality, Diversity and Inclusion Policy

Our Equality, Diversity and Inclusion Policy is seen as a means of achieving equality of opportunity for all our students and staff, actual and potential, as well as visitors. We welcome and accept our responsibilities under the various Acts of Parliament and other relevant legislation appertaining to this area.

All staff appointed will be expected to promote and implement our Equality and Diversity Policy.

The LIPA Ethos

All staff are expected to understand, support and promote the philosophical, academic and vocational framework of our provision.

Our values

- ✓ Integrity
- ✓ Innovation
- ✓ Interdisciplinarity
- ✓ Diversity
- ✓ Equality
- ✓ Transparency
- ✓ Kindness
- ✓ Good Humour

Applications

We welcome applications from individuals which will be considered regardless of gender, race, nationality, religious belief, disability, marital status, sexual orientation, carer status, appearance or age.

Where to send your application form

By e-mail:

recruit@lipa.ac.uk

Acknowledgement

Applications must be received by the closing date specified. If you have not heard from us within four weeks of the closing date you may assume that your application has been unsuccessful on this occasion.

Closing date

12:00 noon on Friday 7th October 2022

Interview date
TBC
Contact us
E-mail recruit@lipa.ac.uk .
Enclosures
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Job description <input checked="" type="checkbox"/> Person specification <input checked="" type="checkbox"/> Our guide to recruitment and selection <input checked="" type="checkbox"/> Our recruitment charter <input checked="" type="checkbox"/> Application form

Thank you for the interest you have shown in this post.