

Job Description

Job Title	Lecturer in Construction/ Stagecraft
Salary Scale	LIPA Lecturer Scale (SCPs 30 – 36)
Department	Theatre and Production Design/Technology
Responsible To	Head of Theatre and Production Design/Technology
Responsible For	Not applicable
Number in Post	1
Date Drafted	January 2024

Job Purpose

To contribute, as required by the Head of Theatre and Production Design/Technology, to the range of services provided by the Department.

Major Tasks

1. To teach students enrolled on a range of courses as assigned by the Head of Discipline.
2. To manage parts of courses as required.
3. To assess students by the formal or informal methods required by external examining bodies and internal procedures.
4. To contribute to curriculum innovation, development, and implementation.
5. To assist in the implementation of pastoral and welfare systems provided for students.
6. To continue personal and professional development in the areas of both subject knowledge and teaching methods.
7. Common Duties.

Job Activities

Major Task 1: Teaching

1. To teach a range of students and groups including tutorial work, placement support, as well as classroom teaching.
2. To undertake organisational and administrative duties associated with the teaching responsibilities of the post.
3. To supervise practical activities, workshops, fieldwork, and work placements as appropriate.
4. To prepare learning resources appropriate to student needs and level.
5. To provide students with guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
6. To work effectively with other teaching, administrative and managerial staff in ensuring a high quality of learning experience for our students.
7. To supervise and support students engaged in practical production work, both inside LIPA and externally.

Major Task 2: Module Leadership

1. To promote equality of opportunity for all students on programmes of study within the department/Institute.
2. To lead other staff assigned to teaching duties on courses for which the post holder has been assigned responsibility.
3. To maintain accurate and up to date records (registers, timetables etc.) as required by the Head of Discipline.
4. To play an active role in the promotion of the subject area/Institute which may involve liaison with agencies or other educational providers and attendance at open days/evenings or publicity events.
5. To prepare written reports for the Head of Department, relevant funding bodies and other agencies when required.
6. To assist in the management of physical and technical resources.

Major Task 3: Assessment

1. To prepare assignments and assignment materials as required.
2. To participate in assessment processes including providing marks, grades and giving written or verbal assessments as required.
3. To attend 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 develop course materials.
5. To liaise with external organisations associated with education and training in the Performing Arts.

Major Task 5: Pastoral and Welfare

1. To act as personal tutor for a group of students, undertaking student welfare, academic and non-academic counselling as appropriate.
2. To prepare and submit student reports to internal and external authorities detailing their progress, attainment, personal qualities, interests, potential, discipline, etc.
3. To identify students in need of support and advise accordingly.

Major Task 6: Professional Development

1. Participates in our Performance and Professional Development Review Scheme.
2. Responds to identified personal and professional needs in subject expertise, teaching methodology, management, and organisational skills, by undertaking self-directed learning, research, and training as appropriate or required.

Major Task 7: Other Duties

1. Always carry out duties with due regard to Data Protection/confidentiality, Equal Opportunities, Health and Safety and other policies as agreed and revised from time to time.

2. Participates in our Performance and Professional Development Review Scheme.
3. To respond to identified personal and professional needs in subject expertise, teaching methodology, management, and organisational skills, by undertaking self-directed learning, managed research, and training as appropriate or required.

Notes:

The post holder will be expected to support and promote the philosophical academic and vocational framework of our provision.

All post holders will, after consultation, be expected to undertake any other duties as may reasonably be required, commensurate with the grading of the post, here or on outreach.

The post specification is current at the date of interview. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the post.

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.

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 Construction/Stagecraft

		To be identified by:
Education and Qualifications:		
A degree or an equivalent professional qualification.	Essential	Application Form /Certificates
A professional qualification or higher-level qualification.	Desirable	Application Form /Certificates
A recognised HE teaching qualification or fellowship of the HEA.	Desirable	Application Form /Certificates
Experience / Knowledge:		
Teaching in higher education or similar training provision including experience of informal and formal assessment/ feedback practices and module leadership.	Essential	Application Form/ Interview
Familiarity with the UK HE landscape, HE pedagogy, assessment strategies, and QA procedures.	Desirable	Application Form/ Interview
Knowledge of current developments in vocational, graduate, and postgraduate training.	Desirable	Interview
Experience of supporting students both academically and pastorally.	Desirable	Interview
Skills and Ability:		
Strong written/verbal communication skills.	Essential	Interview
Strong professional/industry networks and relationships.	Essential	Interview

Ability to design and deliver practical projects/modules.	Essential	Interview
Enthusiasm, vision, and initiative – along with the ability to work well and positively under pressure.	Essential	Interview
Key Skills:		
Theatrical scenic construction, carpentry, and woodworking from design to build / get-in.	Essential	Application Form/ Interview
Ability to work as part of a multi-disciplinary team.	Essential	Application Form/ Interview
Welding and fabrication skills in scenic construction.	Desirable	Application Form/ Interview
Experience of flying, rigging and mechanical stage technologies.	Desirable	Application Form/ Interview
Able to proficiently use CAD software (Vectorworks preferred) to realise designs and produce construction drawings.	Desirable	Application Form/ Interview
Able to cost and budget projects in detail.	Desirable	Application Form/ Interview
Commitment:		
To developing our students' knowledge and practical abilities.	Essential	Interview
To our Equality, Diversity and Inclusion Policies and Practice.	Essential	Application Form / Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form / Interview