

Job Description

Job Title	Programme Leader – Cert HE Foundation Acting Programmes: Stage & Screen Musical Theatre
Salary Scale	LIPA Programme Leader Scale (SCPs 35 – 39)
Department	School of Performance
Responsible To	Head of Acting / Head of Musical Theatre
Responsible For	Level Leaders
Number in Post	1
Date Drafted	March 2026

Job Purpose

In addition to carrying out normal teaching activities (see Job Description), the Programme Leader will be responsible for providing oversight and leadership for the Cert HE Foundation Acting programmes (Stage & Screen and Musical Theatre), including responsibility for the quality of the student experience, assessment and operational management of the programme.

Major Tasks

1. Curriculum Management and Leadership
2. Assessment
3. Quality Assurance
4. Staff/Student Recruitment, Induction and Support

Job Activities

Major Task 1: Curriculum Management and Leadership

1. To directly lead and manage the programmes.
2. To ensure that all modules in the programmes remain academically and vocationally relevant and match or exceed nationally recognised standards.
3. To ensure all activities in the management of the programmes conform to institutional systems and practices.
4. To ensure all teaching and learning activities in the programmes are delivered as measurably effective and efficient.
5. To work with relevant Programme Leaders and/or Heads of Department to ensure that modules are appropriately staffed, including the appointment of Visiting Professionals as appropriate.
6. To liaise with Heads of Departments, other Programme Leaders, administrators and other appropriate staff in the collaborative population of the Institute's academic timetable.
7. To support Level Leaders in the fulfilment of their role, tasks and responsibilities for effective level leadership.

Major Task 2: Assessment

1. To manage and operate the Institute's academic assessment, marking and feedback procedures with respect to the programme and ensure all assessment information is accurate, current and prepared appropriately for all assessment boards.

Major Task 3: Quality Assurance

1. To liaise with the Director of School, Heads of Department and/or other members of the quality team to ensure quality processes, procedures and protocols are administered.
2. To ensure the maintenance of all programme and module documentation in line with current practice.
3. To produce annual or continuous monitoring/reporting for the programmes within institutional frameworks and deadlines.
4. To liaise with the external examiner with regard to ensuring student work is reviewed and moderated.
5. To prepare for, and contribute to, Programme Boards.
6. To work in conjunction with the designated Administrator/s to operate module and programme evaluation processes.

Major Task 4: Student Recruitment, Induction and Tutorial Support

1. To support the Marketing and Student Recruitment department in the production of publicity materials and attend, when necessary, promotion and marketing events.
2. To implement and operate the Institute's learning guidance system for the programme.
3. To manage and participate in the student audition, interview and selection process.
4. To manage recruitment and retention, working alongside colleagues, to meet institutional target enrolments on the programme.

Major Task 5: Common 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 post holder will be expected to support and promote the academic and vocational ethos 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 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:

This role attracts 75 hours remission from the post holder's normal teaching allocation.

Person Specification – Programme Leader Cert HE Foundation Acting

		To be identified by:
Education and Qualifications:		
A degree (or equivalent) in a relevant field.	Essential	Application Form
A recognised HE teaching qualification or AdvanceHE fellowship.	Desirable	Application Form
Experience / Knowledge:		
Experience of Programme Leadership/management.	Essential	Application Form/Interview
Substantial experience as an actor, director, or performer in association with the subject areas.	Essential	Application Form/Interview
Experience/understanding of performing in live and/or recorded contexts.	Essential	Application Form/Interview
Experience and skills in one or more of the following: acting, screen acting, singing, dance, directing, industry/enterprise (associated acting/performance skills).	Essential	Application Form/Interview
A minimum of 3 years teaching experience in 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
Knowledge of current developments in vocational and graduate training in performing arts.	Essential	Application Form/Interview
Skills and Ability:		
Ability to teach at undergraduate level and within interdisciplinary contexts.	Essential	Interview/Workshop
Strong written/verbal communication skills including the ability to produce clear reports.	Essential	Interview/Workshop
Demonstrable interpersonal skills of a high order and ability to work as a member of a team.	Essential	Interview/Workshop

Ability to lead and direct performance projects.	Essential	Interview/Workshop
Ability to teach performance techniques to professional standards.	Essential	Interview/Workshop
Commitment:		
To a high level of service to the customer.	Essential	Application Form/Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form/Interview