

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

Further Particulars

Post	Productions Assistant
Hours	37.5 hours per week Full time, Term time
Salary	£25,642 - £27,929 FTE

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 (founding principal, now retired) 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.

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.

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:

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

Friday 25th November 2022 at 9am.

Interview date
W/C 5 th December 2022.
Contact us
E-mail recruit@lipa.ac.uk . Phone 0151 330 3091
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.