
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Production Arts Study Programme Manager
Department:	Creative & Digital Industries
Responsible to:	Head of Faculty Creative and Digital Industries
Hours:	18.5 hours a week, all year round
Salary:	£15,483 - £19,958 [FTE £30,966 - £39,917] YCL4.1 dependant on sector experience, skills and knowledge
Date of Issue:	October 2026

1. Job Purpose

To be part of a dynamic curriculum team planning the development of new Festival Production and Performing Arts study programmes.

- To work with internal and external stakeholders, postholder will respond to emerging themes and priorities to develop new curriculum which will deliver new skills into the workforce within stated priority areas.
- To be experts in their field with a sound knowledge of skills and training, able to work with line management and teams to translate emerging themes in their sector into training and education opportunities in Further Education and Apprenticeships.
- Engage with key stakeholders to support curriculum development (research, network, market and design).
- Engage with wider stakeholders, especially Festival Production and Performing Arts organisations to ensure the most up to date information is presented
- To actively engage in developing and promoting the Creative and Digital Industries Faculty Operational Plan. To actively engage with achieving the College strategic aims and development plans
- To actively promote equality, diversity and fundamental British Values in all aspects of the role.

2. Key Roles & Accountabilities

- Develop and deliver dynamic, industry-relevant course content in various Production Arts domains (for example Audio, Visual, Sound, Lighting, Staging, Props, Set Design). Utilise innovative teaching methods to enhance students' understanding and practical skills in these creative related areas.
- Create and update resources, including digital materials, to facilitate effective curriculum delivery. Ensure that learning materials are engaging and accessible.
- Provide guidance, feedback, and support to students, fostering an inclusive and constructive learning environment. Encourage student creativity, critical thinking, and problem-solving.

- To design & develop new curriculum for Festival Production and Performing Arts.
- To utilise or establish an effective network of employer and key stakeholders, internally and externally.
- To translate emerging themes into funded or commercially viable curriculum to meet the skills required to deliver local/regional workforce requirements.
- To liaise with and support local businesses and representative bodies to establish a coherent voice with which to inform curriculum developments.
- Attend meetings and work with various stakeholders (including termly meetings)
- To keep audit trails of all curriculum development.
- To hold & organise termly Festival Production and Performing Arts Employer Engagement Events at Yeovil College.

Overarching responsibility

- Ensure we meet the College' expectations and standards with teaching, learning, assessment and documentation requirements
- Involvement in curriculum development and planning in line with current good practice and encompassing the study programme framework
- Liaise with Lead Internal Verifiers and External Examiners on quality and improvement of learning and assessment material.
- To develop material for the delivery of new programmes for both full time and part time studies.
- Quality assure all course and delivery materials to ensure awarding body and college compliance in conjunction with the Head of Faculty
- Liaise with the Internal Verifier to ensure that IV plan is in place and that team members are aware and understand this.

General Duties

- Undergo any self-development and training as necessary for success in the role.
- Carry out any duties at all times in accordance with the College's policies including Equality and Diversity, Health and Safety Policies and Child Protection Legislation (Every Child Matters).
- Incorporate into the role the philosophy, values and behaviour stated in the College mission and Strategic plan.
- Be aware of and maintain within the College the College's approach to security and discipline.
- Undertake any other responsibilities commensurate with the grade of the post, which the principal or their senior management representative may from time to time require.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Post: Production Arts Study Programme Manager

	Essential	Desirable
Previous Experience	• A good working knowledge of the latest developments in Creative and Digital Industries • Industry experience of working in the Production Arts sector (in at least one of the following areas: Audio, Visual, Sound, Lighting, Staging, Props, Set Design)	• Curriculum development; • Experience of, mapping, tracking, delivery of key skills and target setting; • Experience of tutoring students; • Flexible resource development. • Experience of teaching in the specified area and knowledge of a range of courses;
Qualifications	• Relevant qualification or degree related to Production Arts • Full Teaching Qualification (or willingness to work towards) • GCSE English and Maths at grade A-C or grade 4+	• Level 5 Diploma in Education & Training or equivalent.
Special Skills/Aptitudes	• Production Arts Knowledge, Skills and Professional Behaviours (experience in at least one of the following areas: Audio, Visual, Sound, Lighting, Staging, Props, Set Design) • Links with Festival Production and Performing Arts stakeholders to build and develop new curriculum • Proven ability to create and maintain appropriate work systems; • Passionate about teaching and learning; • Proven ability to work as part of a team; • Evidence of high levels of student achievement.	• Evidence of capability with classroom based ILT.
Personal Attributes	• Good interpersonal skills, shown through your ability to communicate clearly with students, staff and others;	

	• Able to work accurately under pressure; • Well organised, systematic approach to work; • Able to use your initiative; • Flexible approach to workload; • Confident in dealing with difficult and awkward situations; • High expectations of self and students.	
General	• Understanding of equality and diversity in a learning environment; • Ability to promote learning and opportunity for all; • Ability to work some evenings e.g. evening classes, Open Days and weekends by arrangement; • Car driver	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the [Immigration, Asylum and Nationality Act 2006](#)) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone

seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf