

Job Description

Job Title	Teacher of Acting
Salary Scale	Main/Upper Pay Range
Programme Area	Acting
Responsible To	Programme Manager Acting, Technical Theatre and Design for Performance
Responsible For	N/A
Number in Post	1
Date Revised	April 2022

Job Purpose

To fulfil the professional standards expected of all Teachers in creating effective and stimulating opportunities for learning underpinning the development and progression of all learners.

To contribute, as required by The Programme Manager for Acting, Technical Theatre and Design for Performance and the Principal of the Sixth Form College, to the range of services required across the LIPA Sixth Form College.

Major Tasks

1. Teaching.
2. Assessment.
3. Quality Assurance.
4. Student Recruitment, Induction and Tutorial Support.
5. Common Duties.

Job Activities
Major Task 1 - Teaching
<ol style="list-style-type: none"> 1. To plan and teach acting 2. To undertake organisational and administrative duties as required 3. To lead and direct student Performances 4. To contribute to the wider enrichment of students 5. To maintain own continuous professional development 6. To work as an exemplar for your students, leading by practice.
Major Task 2 - Assessment
<ol style="list-style-type: none"> 1. To operate Awarding body assessment procedures and ensure assessment is accurate, current and prepared appropriately for External Moderation and Assessment 2. To provide students with prompt feedback and clear guidance to support their learning and the achievement of their individual targets.
Major Task 3 - Quality Assurance
<ol style="list-style-type: none"> 1. To work collegiately and consultatively with the Management team to operate the LSFC's QA procedures at Programme Area level and participate in the QA cycle 2. To contribute to the production of all Programme area quality reports and action plans 3. To act as an internal verifier 4. To ensure that schemes of work, lesson plans, assignment briefs and individual learning plans in the programme area are completed to a high standard.
Major Task 4 - Student Recruitment, Induction and Tutorial Support
<ol style="list-style-type: none"> 1. To support the Marketing department in the production of publicity material and attend, when necessary, promotion and marketing events 2. To implement and operate the college's tutorial system within the Programme Area 3. To act as a student tutor (if required) 4. To contribute to the preparation and operation of student induction for every Programme

5. To provide academic, pastoral and vocational support to individual students, referring them, where appropriate to other agencies
6. To participate in the student interview, audition and selection process as required.

Major Task 5 - Common Duties

1. To work flexibly including contributing to College work projects of a general nature and providing cover for other staff
2. To actively participate in individual appraisal and professional development as required
3. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other College policies as agreed and revised from time to time
4. To implement The LSFC Safeguarding policy and promote the welfare of students
5. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

Notes:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on the Sixth Form College's 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:

This is a part-time post, and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities.

You shall be available for work for 195 days in any teaching year (pro-rata), of which 190 days (pro-rata) shall be days on which you may be required to teach pupils in addition to carrying out other duties, as specified by the Principal of the Sixth Form College.

Some weekend working may, occasionally, be required.

Person Specification – Teacher of Acting

		To be identified by:
Education and Qualifications:		
Professional/vocational training as a performer or director at degree level or equivalent	Essential	Application Form/Certificates
Postgraduate qualification in a discipline related to Acting	Desirable	Application Form/Certificates
Further Education (QTLS) or Secondary Teaching Qualification (QTS)	Essential	Application Form/Certificates
Experience:		
Evidence of sustained experience as a performer / director/ practitioner in a professional context in theatre or recorded media	Essential	Application Form/Interview
Experience of relevant teaching within Further Education	Essential	Application Form/Interview
Experience of organising and directing a range of student performance work	Essential	Application Form/ Interview
Skills and Ability:		
Excellent and fluent communication and organisation skills	Essential	Application Form/Interview
Ability to work under pressure	Essential	Application Form/Interview
Computer Literate	Essential	Application Form/Interview

Capacity to problem solve in a collaborative setting	Essential	Application Form/Interview
Ability to remain outcome-focused	Essential	Application Form/Interview
Expertise/Knowledge:		
A detailed knowledge of the current performing arts industry as it relates to acting	Essential	Interview
A strong base of contacts and networks within the performing arts industry, including those in recorded media	Desirable	Interview
An understanding of current and developing career patterns within the performing arts	Essential	Interview
Familiarity with the Further Education landscape, pedagogy, assessment strategies, Safeguarding and OFSTED procedures	Essential	Interview
Knowledge of the latest developments in teaching enhanced learning	Desirable	Interview
The ability to direct both classical and contemporary theatre	Essential	Interview