

## **Job Description**

<b>Position:</b>	Lecturer in Theatre and Performance
<b>School:</b>	School of the Arts
<b>Reference:</b>	ART-092/A
<b>Grade:</b>	AC2/Grade 7
<b>Status:</b>	Fixed term (2 years)
<b>Hours:</b>	Full-time (37 hours per week)
<b>Responsible to:</b>	Head of School
<b>Responsible for:</b>	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

### **Main Function of the Position:**

- To teach on undergraduate and taught postgraduate programmes in the field of Theatre and Performance (and related areas) contributing to the management of these programmes wherever possible.
- To contribute to the development of all facets of Theatre and Performance (and related areas) within the School. Specialisms may include Direction, Acting, Voice, Movement and or/other practice-based aspects of the curriculum.
- To play a key role in partnership development and placement coordination with the Octagon Theatre and with other relevant arts and cultural organisations across the NW region.
- To contribute to the development and delivery of outreach activities aimed at building a network of local schools and colleges who offer Level 3 Theatre and Performing Arts provision.
- To undertake research and scholarly activity and/or high level creative practice in the field of Theatre (and other related areas).

### **Principal Duties and Responsibilities:**

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Develop and deliver resources and teaching materials to meet programme/course frameworks and learning outcomes on a range of programmes.
3. Identify and develop placement opportunities for students, liaise with placement providers and monitor student placement activity.
4. Develop and monitor assessments to measure students' performance and understanding.
5. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.

6. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
7. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field.
8. Write and publish results of innovative research in the field to further the University's standing in the HE sector and wider community.
9. Develop research objectives and proposals for individual/collaborative research initiatives which meet funding criteria.
10. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the School/University.
11. Design, review and adapt module content in response to student feedback and need.
12. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
13. Contribute/collaborative with academic colleagues on subject/unit/programme development and delivery within the School and across the University to ensure the curriculum portfolio remains current and assessment procedures relevant.
14. Participate and contribute to University/School/Programme meetings/boards as appropriate to the role.
15. Co-ordinate student events, as required, ensuring effective use of time and resources.
16. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
17. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
18. Introduce new starters to the School, providing support and training on the skills, processes, systems and activities of the area.
19. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
20. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment is subject to Disclosure and Barring Clearance

October 2018

## Person Specification

<b>Position:</b> Lecturer in Theatre and Performance		<b>Reference:</b> ART-092/A	
<b>School:</b> School of the Arts		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application Form/ Documentation
1 c)	Membership/qualification of a relevant professional body	2	Application Form/ Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Application Form/ Documentation
1 e)*	PhD, or willingness to complete a PhD within a specific timeframe, or body of published or professionally produced work potentially eligible for submission of a PhD by published work/professional practice <b>see note 4*</b>	1	Application Form/ Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Able to contribute to the development and delivery of undergraduate/postgraduate programmes in the School	1	Application Form/Interview
2 b)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	1	Application Form/Interview
2 c)	Credible teaching and assessment skills in practice-based specialisms relating to Theatre and Performance (and relevant related areas)	1	Application Form/Interview/ Assessment
2 d)	Proven ability to work independently and collaboratively with others as a team member	1	Application Form/Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	2	Application Form/Interview
2 f)	Proficient in the use of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application Form/Interview
2 g)	Able to liaise with external partners to develop and coordinate high quality placement provision	1	Application Form/Interview
2 h)	Knowledge and experience in supervising student work and providing appropriate support/feedback	2	Application Form/Interview
2 i)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the practice-based dimensions of Theatre and Performance	1	Application Form/Interview

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2 j)	Able to implement and develop innovative and creative solutions that impact positively on teaching and learning	1	Application Form/Interview/Assessment
2 k)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/Interview/Assessment
<b>3</b>	<b>Experience</b>		
3 a)	Teaching, research and programme delivery experience	1	Application Form/Interview
3 b)	Experience of supervising major project work of undergraduate and/or postgraduate students	2	Application Form/Interview
3 c)	Professional industry experience and the successful application of this experience in educational settings	1	Application Form/Interview
3 d)	Experience in coordinating placement provision and professional practice initiatives relevant to the subject area	1	Application Form/Interview
3 e)	Breadth of professional experience in Theatre and Performance contexts with preferably a range of specialisms	1	Application Form/Interview
3 f)	Experienced and able to publish results of research	2	Application Form/Interview
3 g)	Experience in developing and delivering successful learning and teaching improvements	1	Application Form/Interview
3 h)	Experience in developing successful partnership arrangements with industrial and/or education providers	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work successfully in a small team in a dynamic and challenging environment	1	Interview
4 d)	Able to work individually and under own initiative and to successfully lead and manage discrete projects	1	Interview
4 e)	Able to successfully lead and manage discrete projects	1	Interview
4 f)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 g)	Able to network effectively with local/national employers and organisations	1	Interview

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4 h)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act, UKVI, Prevent	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. \*The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.