

JOB DESCRIPTION

Title of Post: Lecturer and Academic Support

Reporting To: Head of Studies

Salary Range: £35,000 per annum pro rata

Contract: Part time fixed term for a year initially with a view to move to a permanent position after that, 0.4 (16 hours) a week.

Working Pattern: Two days per week with an hour for lunch each day. Working days are to be negotiated with the Head of Studies

The School is open from 8am to 6pm and daily working hours will be scheduled within these times. Occasional evening and weekend work will be required and arranged in advance.

Place of work: The School's premises are Carlyle Building, Hortensia Road, London, SW10 0QS

Contract Terms: The holiday entitlement is 28 days plus bank holidays, pro rata.

The School operates an auto enrolment Pension Scheme in which the School contributes 5% and the employee contributes a minimum of 5%.

This role is subject to a probation period of 3 months.

Key Working Relationships: Head of Studies, Executive Director, Artistic Director, General Manager, Head of Healthcare, Finance Manager, Head of Wellbeing and Safeguarding, Course Administrator, the Artistic team and guest lecturers/speakers.

Main purpose of the job: Plan, manage and deliver teaching and learning activities in the classroom setting and where necessary, online, across the specialisms of the programme in dance studies with particular focus on western theatre dance. Use appropriate learning, teaching, support, feedback, and assessment methods and criteria.

Safeguarding responsibilities: The School is committed to safeguarding and promoting the wellbeing of all students, and all employees are expected to share this commitment. Staff are expected to proactively ensure the effective implementation of policies and procedures relating to safeguarding and wellbeing, comply with statutory regulations and communicate effectively with students, parents, colleagues and agencies appropriately

Key Responsibilities Teaching:

- Plan, manage, and deliver teaching and learning activities in the classroom setting and where necessary, online, across the specialisms of the programme with particular focus on the western concert dance and contextualising the students' practice in ballet and contemporary dance.

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- Ensure student centred and inclusive teaching and learning supporting students to become independent, self-motivated learners able to develop key transferrable skills to enable them to function as effective professionals.
- Teach key research and academic writing skills, as well as providing support for students with English as an additional language and students with specific learning differences in accessing the academic curriculum.
- Act as the designated unit leader for the specified units.
- Ensure that unit design and delivery comply with quality standards and regulations.

Assessment and feedback:

- Lead on assessment and moderation for specified units including the assessment and grading of work, providing constructive feedback and support.
- Contribute to assessment as second marker and internal moderation.
- Assist the Head of Studies with external moderation and paperwork relating to the Trinity College London level 5 and 6 Professional Performing Arts Diploma, deputising as necessary.
- Complete student reports (currently twice yearly) and associated administration including proofreading.

Course administration:

- Prepare unit guides, paperwork and assessment briefs for the Course Handbook.
- Assist the Head of Studies in the general administration and organisation of the virtual learning environment.
- Assist the Head of Studies in the administration and ongoing development of the school's library and learning resources.
- Assist in the preparation and proofreading of programmes for the school's two annual performances.
- Where necessary, chaperone the students' attendance at professional performances.
- Attend the biannual Arts & Education Board of Governor's Sub Committee.
- Where necessary, deputise for the Head of Studies in moderation of formal assessment by Trinity College London.
- Where necessary, deputise for the Head of Studies in external stakeholder meetings.

Course development:

- Contribute to the ongoing development of the curriculum, maintaining a dynamic interaction between practice and theory and ensuring the course remains current and responsive to developments, especially in the context of 16+ / higher education provision.
- ENBS are moving towards the aim of registration with the Office for Students and creation of undergraduate and post graduate degrees. This role will have input into curriculum design and implementation and will assist the Head of Studies in the writing of documentation required in service of this goal.

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- General:**
- Actively participate in team meetings, formal and informal, be responsive to requests from students and other members of the team, liaise with managers, trustees and stakeholders as appropriate.
 - Uphold the policies and procedures of the School and contribute to joint team responsibilities.
 - Work towards and promote the aims and values of the School at all times.
 - Promote equality, diversity, and inclusion across all work.
 - Abide by the joint team responsibilities as outlined in the Staff Handbook.
 - Manage, attend, and assist with School events where appropriate.

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. The list of responsibilities is not exhaustive, and the employee may be required to perform other duties as operationally required and at the discretion of their Line Manager.

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PERSON SPECIFICATION FOR LECTURER AND ACADEMIC SUPPORT

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification.

Essential Skills, Experience and Knowledge:

- Postgraduate dance/arts qualification or equivalent, which may be demonstrated through relevant professional experience.
- Depth and breadth of specialist knowledge of western concert dance, with particular expertise in classical ballet and modern/contemporary dance in sociocultural / historical perspectives, and the current debates in these fields.
- Experience teaching in Higher Education (levels 4, 5, 6 of the Regulated Qualifications Framework (RQF)) with an ability to inspire, motivate and engage students from a wide range of backgrounds and experiences in education.
- Specialist knowledge of dance education and training in the professional/vocational sectors.
- Experience of setting assessment for Higher Education.
- Commitment to developing innovative and engaging dance teaching and learning methods.
- Knowledge of diversity and widening participation issues in relation to learning and teaching and how to develop structures and processes to support the achievements and progression of all students.
- Excellent written and oral skills.
- Strong IT skills (MS Office)
- Excellent time management and an ability to manage different projects concurrently.

Desirable Skills, Experience and Knowledge:

- Specialist knowledge of dance education and training in the professional/vocational sectors.
- Knowledge of the UK Higher Education processes and environment.
- Contributing to specific institutional projects e.g. discipline-specific academic reforms based on internal/external initiatives.
- Experience of expectations and learning and teaching at level 7/postgraduate an advantage.

Also an advantage: professional teacher status recognition, for example:

- Fellowship of Advance HE/Higher Education Academy (Associate Fellow, Fellow, Senior Fellow, Principal Fellow) or
- Fellowship of Staff and Educational Development Association (SEDA)
- (Associate, Fellowship, Senior Fellowship) or
- Equivalent international fellowship status