

English National Ballet School

JOB DESCRIPTION

Title of Post:	Lecturer and Academic Support
Reporting To:	Head of Studies
Salary:	£38,000.00 per annum
Contract:	Full Time, Permanent
Working Pattern:	Working patterns can be negotiated where the requests align with the needs of the school. Saturday working on rotation is required. The school is open from 8am to 7pm 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:	School premises, 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%. The 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.

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Main Purpose of the Role:

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 Duties and Responsibilities

The school is committed to safeguarding and promoting wellbeing of all students, 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 all three years of the Level 5 and 6 RQF Trinity College London Professional Performing Arts Diploma in the specialisms of the programme with particular focus on Western concert dance.
- Design and deliver engaging, inclusive and intellectually rigorous learning experiences that connect historical and contextual knowledge, as well as current debates in dance studies to students' professional practice as dancers and artists.
- Act as module leader, taking responsibility for module planning, delivery, review and ongoing enhancement across the three years of the programme.
- Deliver and coordinate professional career preparation sessions with internal and external practitioners, industry professionals and guest speakers for graduating students equipping them with practical knowledge and skills and professional behaviours to support their transition into the professional dance industry and sustain a portfolio career.
- Ensure innovative, student centred and inclusive teaching and learning supporting students to become independent, self-motivated learners able to develop key transferable skills to enable them to function as effective professionals.
- Teach key research and academic writing skills to a multicultural and multilingual cohort, responding to the needs of students with English as an additional language and those with specific learning differences.
- Ensure that unit design and delivery comply with quality standards and regulations.

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Assessment and Feedback

- Set, manage and assess all formative and summative assignments for the contextual studies modules, ensuring that assessment tasks are appropriately aligned with learning outcomes and Trinity College London requirements.
- Provide thoughtful, constructive and developmental feedback that supports student progression.
- Contribute to assessment as second marker and to internal moderation, ensuring consistency, fairness and academic standards.
- 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 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 in Western theatre dance, contextual studies, professional practice and the wider dance sector, especially in the context of 16+ / higher education provision.
- ENBS is moving towards the aim of registration with the Office for Students and creation of undergraduate and postgraduate degree programmes. 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

General

- 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 areas of work.
- Abide by the joint team responsibilities as outlined in the staff handbook.
- Manage, attend and assist with School events and training where appropriate.
- Undertake any other reasonable tasks as directed by the Directors

This Job Description reflects the current situation and does not preclude changes 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 devising 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:

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