LIPA

Job Description

Job Title : Lecturer in Community Drama

Responsible to : Head Of Community Drama

Responsible for : No subordinate staff

Date Prepared : June 2012

A Job Purpose

To contribute, as required by the Head of Community Drama, to the range of services provided by the Department.

B Major Tasks.

1. To teach students enrolled on a range of courses as assigned by the Programme Leader.

2. To manage courses or parts of courses as required.

3. To assess students by formal or informal methods required by external examining bodies and internal procedures.

4. To contribute to curriculum innovation, development and implementation.

5. To assist in the implementation of pastoral and welfare systems provided for students.

6. To continue personal and professional development in the areas of both subject knowledge and teaching methods.

C Job Activities.

Major Task 1 Teaching

1.1 To teach a range of students and groups including tutorial work, placement support, as well as classroom teaching.

1.2 To undertake organisational and administrative duties associated with the teaching responsibilities of the post.

1.3 To supervise practical activities, workshops, fieldwork and work placements as appropriate.

1.4 To prepare learning resources appropriate to student needs and level.

1.5 To provide students with feedback and guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.

1.6 To work effectively with other teaching, administrative and managerial staff in ensuring a high quality of learning experience for LIPA's students.

Major Task 2 Management of Courses

2.1 To promote equality of opportunity for all students on programmes of study within the department/Institute.

2.2 To play an active role in the promotion of the subject area/Institute which may involve liaison with agencies or other educational providers and attendance at open days/evenings or publicity events.

2.3 To lead other staff assigned to teaching duties on courses for which the post holder has been assigned responsibility.

2.4 To maintain accurate and up to date records (registers, timetables etc.) as required by the Programme Leader.

2.5 To prepare written reports for the Programme Leader, relevant funding bodies and other agencies when required.

Major Task 3 Assessment

3.1 To prepare assignments and assignment materials as required.

3.2 To take part in assessment tasks including providing marks, grades and giving written or verbal assessments as required.

3.3 Attends Module and Programme Assessment Boards as required.

Major Task 4 Curriculum Innovation

4.1 To participate in curriculum reviews, innovation and change in response to Institute or external needs or demands.

4.2 To contribute to curriculum development.

4.3 Implements curriculum change resulting from innovation and development.

4.4 To liaise with external organisations associated with education and training in the Performing Arts.

4.5 To develop course materials (including flexible learning packages).

Major Task 5 Pastoral and Welfare

5.1 To act as Learning and Guidance tutor for a group of students, undertaking student welfare, academic and non-academic counselling as appropriate.

5.2 To prepare and submit student reports to internal and external authorities detailing their progress, attainment, personal qualities, interests, potential, discipline, etc.

5.3 To identify students in need of support and advise accordingly.

Major Task 6 Personal Development

6.1 To participate in the Institute's Appraisal Scheme.

6.2 To respond to identified personal and professional needs in subject expertise, teaching methodology, management and organisational skills, by undertaking self-directed learning, managed research and training as appropriate or required.

NOTES

The post holder will be expected to support and promote the philosophical academic and vocational framework of LIPA's provision.

All post holders will, after consultation, be expected to undertake any other duties as may reasonably be required, commensurate with the grading of the post, in the Institute or on outreach.

The post specification is current at the date of interview. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the post.

LOCATION

The job is initially located on the Institute's main site. However, it may be that from time to time the post holder will be required to work in 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

Lecturers are expected to work such hours as are reasonably necessary for the proper performance of their duties. Contractually, formal scheduled teaching hours will not normally exceed 306 over the course of the academic year, excluding assessment, induction and tutorials.

LIPA

Person Specification for the post of:

Lecturer in Community Drama

	(E)Essential (D) Desirable	To be identified by:
Qualifications:		
A degree or an equivalent professional qualification in a relevant discipline.	E	Application form /Certificates
A recognised teaching qualification (PGCE)	D	Application form /Certificates
A postgraduate qualification	D	Application form /Certificates
Experience:		
A minimum of 2 years experience as teacher,	E	Application Form/ Interview
Considerable professional drama facilitation experience.	E	Application Form/ Interview
Experience of assessing students and interdisciplinary teaching.	E	Application Form/ Interview
Knowledge, Skills & Ability:		
Comprehensive understanding of current discourse regarding Applied/Community Drama in national and global contexts	E	Application Form/ Interview/
Ability to teach drama facilitation to professional standards.	E	Workshop/ Interview
Ability to lead and direct community based performance projects	E	Application Form/ Interview

Professional experience of, and an ability to teach, at least one of the following Applied/Community Drama practices: • Prison Theatre • Theatre for Advocacy	E	Application Form/ Interview
Drama for people with learning disabilities Strong written / verbal communication skills including the ability to produce clear reports	E	Interview/ Workshop
Demonstrable interpersonal skills of a high order and work as a member of a team.	E	Interview/ Workshop
<u>Commitment:</u>		
To LIPA's Equality and Diversity Policies and Practice.	**E**	Interview
To work flexibly, to travel when necessary and undertake appropriate training.	**E**	Interview