

Job Description

Group Member:		University Centre Leeds	
Job Title:		HE Lecturer - Acting (Screen Acting)	
Reports to:		Programme Manager	
Job Grade	T2	Department	University Centre Leeds

CORE RESPONSIBILITIES:

1. Plan, prepare and develop effective schemes of work and teaching and learning resources.
2. Motivate and inspire students to achieve targets and develop their skills to enable progression.
3. Deliver inspiring sessions and effective assessment activities across the curriculum using a wide range of teaching and assessment methods for identified modules.
4. Maintain and update knowledge of the subject area and educational research to develop evidence-based practice.
5. Deliver and assess essential knowledge and understanding to learners.
6. Create individual learning targets linked to learner study programme/course.
7. Be responsible for recording student progress.
8. Reflect on what works best in teaching and learning to meet the diverse needs of students.
9. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of digital technology.
10. Assess student work, provide constructive and timely feedback to motivate the learner to improve and record learners' progress for identified modules.

11. Carry out internal moderation, maintaining and actively engaging in quality and professional standards.
12. Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence.
13. Undertake review processes to develop and improve identified modules.
14. Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
15. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
16. Contribute to learner IAG and enrolment processes and participate in student recruitment activities, including interviews and open evenings
17. Any other duties that are specific to the department.
18. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
19. Ability to participate in evening/weekend work as required

DEPARTMENTAL RESPONSIBILITIES:

- Take responsibility for the organisation and delivery of specified modules within the HE Acting curriculum
- Supervise student research/major projects.
- Collaborate with the wider academic community; relevant professional bodies; Industry and other stakeholder groups to enhance the reputation of the Department.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness

*Creating communities where people can
be authentic and true to themselves
with support, trust and guidance from
those around them*

Ownership

*Using our robust business planning
model to allow areas to have clear
ownership over their vision and
performance*

Enjoyment

*Fostering environments that enable staff
and students to be brave, interact
and have fun*

Collaborative

*Proactively seeking opportunities to
create synergies and positive
outcomes for all*

Passion

*Encouraging all to have aspiration and
passion in everything they do.*

Creative

*Always hungry to learn and looking
ahead so we can be responsive*

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criterion is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE) or willingness to achieve this qualification within 2 years	A / C
E	Q2. Hold relevant vocational qualification or degree in subject area	A / C
E	Q3. Holds English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
D	Q4. Relevant up to date subject knowledge and recent delivery in Higher or Further Education.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified modules	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I / MT

D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T
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Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles.	A / I / MT
D	EK2. Experience of positively managing student progression, advice and guidance in a Further or Higher Education setting	A / I
E	EK3. Experience of setting appropriate SMART targets to ensure progression of learners	A / I / T
E	EK4. Knowledge of current teaching practices and experience of utilising a range of teaching practices to enhance learner journey and progression	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities	A / I

D	SC6. Ability to provide productive insight into the review process and development of identified courses	A / I
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Behavioural, Values and Ethos		
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Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I