JOB DESCRIPTION

Job Title:	Lecturer
Department:	School of Drama
Grade:	7

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To teach and co-ordinate modules as agreed with the Skills Coordinator/Academic Manager or Module Co-ordinator

2. To undertake all teaching related administration in a timely manner

3. Participate in course development and curriculum enhancement initiatives

REPORTS TO:

Skills Coordinator / Deputy Head

STAFF RESPONSIBILITIES FOR:

None

DUTIES:

The role-holder will:

1. Deliver modules and undertake teaching, assessment setting and marking as agreed with the Academic Manager/Skills Coordinator, Module Coordinator or Deputy Head.

2. Undertake all teaching related administration in a timely manner, including the timely return of module marks and feedback.

3. Participate in course development and curriculum enhancement initiatives.

4. Undertake appropriate research and/or professional practice and scholarly activity.

5. Attend appropriate Course Team meetings and Assessment Boards.

6. Contribute to monitoring and evaluation processes within the department.

7. Comply with all conservatoire policies and procedures.

8. Participate in any staff development activities required to carry out the duties of the role effectively, and in the conservatoire Appraisal Scheme.

9. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. *Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent
Salary:	Grade 7
Notice Period:	2 months
Probation Period	10 Months
Pension Scheme:	WYPF or Peoples Pension
Special Conditions of the Post:	Offer of employment will be made subject to a satisfactory DBS disclosure.
APPROVAL OF JOB DESCRIPTION - LC	