



<b>MA Course Leader (Job Share, 3 days per week)</b>	
Department	School of Acting
Reports to:	Director of the School of Acting
Responsible for:	Freelance Practitioners, Tutors and Directors
Working Pattern:	Full Time
Hours:	Approx. 40 hours per week
Salary:	
ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.	
Background to ArtsEd	<p>ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.</p>
Summary of the role:	<p>The MA Course Leader will work alongside the second post-holder to lead and direct the MA course within the School of Acting whilst ensuring that the diverse cohort of students fulfil their maximum potential. You will be innovative, able to use initiative and manage time effectively through your interactions with, and support of the MA students.</p> <p>The current MA intake is around 30 students per year. The course focuses on students mastering the skills and techniques needed for professional acting today.</p> <p>Training on the course focuses on psycho-physical approaches, you will be an active practitioner with excellent understanding and skill in those areas.</p>
<b>Key Responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• Designing appropriate MA course content and projects.</li> <li>• Ensuring that the delivery of the curriculum is organised in such a way as to be</li> </ul>

	<p>appropriate to the resources available and to the learning styles of the students.</p> <ul style="list-style-type: none"> <li>• Organising an effective timetable for the MA course.</li> <li>• Reviewing the delivery and standards of the MA course and student outcome and implementing further improvements where needed.</li> <li>• Assessing students with rigour and integrity.</li> <li>• Liaising and managing the relationship with External Examiners.</li> <li>• Actively contributing to Assessment Boards and Board of Studies.</li> <li>• Employing appropriately qualified, experienced temporary visiting professionals including practitioners, tutors and directors, and monitoring their performance.</li> <li>• Ensuring the safety and welfare of students through the appointment of suitable practitioners</li> <li>• Undertaking teaching specific to your expertise.</li> <li>• Undertaking pastoral duties for MA students.</li> <li>• Directing projects on the MA course.</li> <li>• Participating in MA audition panels.</li> <li>• Actively engaging in student marketing and recruitment activities.</li> <li>• Registering students effectively and maintaining up-to-date employment records.</li> <li>• Monitoring and assessing the progress of students.</li> <li>• Representing the programme at Graduation ceremonies.</li> <li>• Working with the Director of the School of Acting to manage delegated budgets.</li> <li>• Liaising with the Director of the School of Acting and Deputy Principal on written course materials for accreditation and for future quality assurance demands.</li> <li>• Supporting the work of the Industry Liaison co-ordinator, and Marketing Team to ensure the promotion of MA students and MA productions.</li> <li>• Representing the School of Acting to outside bodies and maintaining good contacts with agents, casting directors etc.</li> <li>• Contributing to discussions on the progress and development of the School of Acting.</li> <li>• Undertaking any other responsibilities as required by the Director of the School of Acting.</li> <li>• Participating in appropriate staff development activities within ArtsEd.</li> <li>• Promoting a collegiate culture that encourages difference and respects diversity.</li> <li>• Making a positive contribution to the team, supporting colleagues in their day-to-day activities.</li> <li>• Demonstrating flexibility and the ability to reprioritise objectives in line with the school's changing needs.</li> <li>• Fostering a future-focused and open-minded ethos; seeking evolving and innovative ways to add value to the business.</li> <li>• Maintaining, through scholarship and participation in external subject-specific discourses, up-to-date expertise in a specialist field.</li> </ul>
<p><b>All Staff</b></p>	<ul style="list-style-type: none"> <li>• All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.</li> <li>• All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.</li> <li>• All staff must adhere to the staff Code of Conduct.</li> <li>• All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.</li> <li>• All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.</li> <li>• All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.</li> <li>• ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.</li> <li>• You may also be required to undertake such other comparable duties as your line manager requires from time to time.</li> </ul>

Person Specification	Essential /Desirable	Assessment Method
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Qualified to MA level in relevant subject or related discipline</li> <li>• A detailed knowledge and deep understanding of contemporary national and international practices in the field of Acting and/Actor Training</li> </ul>		Application / Interview / Interview Task
<b>Skills and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Highly motivated</li> <li>• Strategic thinker, able to plan and implement decisions</li> <li>• Ability to identify and progress work priorities</li> <li>• Excellent presentation skills</li> <li>• Excellent research skills</li> <li>• Excellent interpersonal skills with proven ability to work collaboratively</li> <li>• Ability to motivate staff members and students</li> <li>• Excellent pastoral care skills in relating to issues concerning students</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Day to day course management including delivery and development of academic provision.</li> <li>• Significant professional and industry experience</li> <li>• Experience in training professional actors</li> <li>• Experience of leading and managing a successful team</li> <li>• Experience of pastoral care</li> <li>• Experience of developing an actor training curriculum</li> </ul>		Application & Interview
<b>Personal Competencies and Qualities</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate complex information in an effective, concise and tactful manner, both orally and in writing with excellent attention to detail</li> <li>• Contributes to advancing professional practice through an inclusive and equitable approach</li> <li>• Strong commitment to the development of artistic practice</li> <li>• Enthusiastic, approachable and flexible</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work to professional standards with integrity, honesty and confidentiality.</li> <li>• Ability to manage staff</li> <li>• Ability to work collaboratively alongside second MA Course Leader</li> </ul>		Application & Interview