



Job Description
Senior Acting Tutor, School of Musical Theatre

ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	This post is a senior appointment within the School of Musical Theatre at ArtsEd, one of Britain's leading drama schools. We are committed to changing the way that performers are trained for the modern industry. The person appointed must have a balance of professional and teaching skills in order to ensure that ArtsEd remains a leader in the world of professional Musical Theatre training. The School of Musical Theatre currently offers a BA (Hons) and Cert HE in Musical Theatre which are validated by City, University of London. The current intake is 54 BA (Hons) & 30 Foundation students per year, with some funding via the Dance and Drama Awards scheme.
Reporting to:	Head of Acting, School of Musical Theatre
Additional responsibility	Some pastoral responsibilities are attached to this role, including, but not limited to, a personal tutor responsibility and Head of Year responsibilities.
Salary range	£35,000
Line management responsibility for:	

Main duties and responsibilities:

- To ensure the efficient, safe and effective provision of high-quality acting training.
 - To teach Acting across all BA and Foundation Musical Theatre courses/years as required.
 - Manage, appraise and record the progress of students in acting, and give feedback to students after assessments and projects, and at other times where required.
 - With the Director of the School of Musical Theatre & Head of Acting (School of Musical Theatre), formulate and review plans for the delivery of the acting curriculum in advance of the academic year.
 - To ensure the curriculum and course structure matches the requirements of both the Foundation and the BA Degree courses, the National Qualification, and the professional accrediting bodies.
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- Source and edit play material for Y1 and Y2 Acting Projects.
 - With Head of Acting (Musical Theatre) and in consultation with the Director of the School of Musical Theatre, contribute to finding directors for Y1 and Y2 Acting Projects.
 - With Head of Acting (Musical Theatre), plan and deliver end of Year Assessments. This may include direction of scenes.
 - This role may include the direction of in-house projects on the BA and Foundation courses.
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- Teach Critical Reflection to all years, with a view to both improving their critical thinking and learning abilities, and to inform their process and understanding for written submissions.
 - Take part in auditions for the selection of students for the incoming cohort.
 - Support the Head of Acting with logistical, admin, creative and strategic responsibilities across the remit of the department and deputise when necessary or as required.
 - Undertake such reasonable duties as may be requested from time to time by the Head of Department or Director of the School of Musical Theatre.
 - This role may include the marking of academic written work across all years.
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- Assist the Director of the School of Musical Theatre and Head of Acting in the maintenance of discipline amongst the student body.
 - Monitor student attendance.

	<ul style="list-style-type: none"> • Liaise with Student Services to ensure relevant learning support for Musical Theatre Students as required. • Undertake tutorials within the personal tutor system. • This role may include Year of Head responsibilities, and will involve further pastoral responsibilities included within the personal tutor system at ArtsEd. • Undertake continual professional development as required.
All staff	<ul style="list-style-type: none"> • 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. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct • 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. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • 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. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.

	Qualities / Experience / Skills / Qualifications required to undertake the role effectively	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A relevant degree 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience of:	<ul style="list-style-type: none"> • Teaching at BA level or higher 	Contents of the application form Interview

	<ul style="list-style-type: none"> • Working with / teaching students in a similar environment • Working in a professional capacity and using professional connections to develop students and provide opportunities • 	Professional references
Skills	<ul style="list-style-type: none"> • Creativity and the ability to express yourself both orally and in writing • Teaching acting for camera/screen acting • Strong practical knowledge of diverse contemporary and modern plays suitable for drama school text work. • Confidence in directing scene work and projects in a drama school environment. • Persuasiveness and a willingness to take artistic risks. • Excellent negotiation and interpersonal skills • Self-motivation and the ability to motivate and inspire others • The ability to work as part of a team • Adaptability, time management, and prioritising skills • An awareness and understanding of technical issues, the workings of a theatre and the process of performance and acting • The ability to develop innovative ideas and to solve problems creatively and practically • Organisational and research skills • Knowledge of relevant health and safety legislation and procedures 	Contents of the application form Interview Professional references
Knowledge of (Desirable):	<ul style="list-style-type: none"> • Requirements of the BA and Foundation Course Programmes from City, University of London, Trinity and CDMT. • Curriculum and course structure of the Degree, the National Qualification and the professional accrediting bodies. 	Contents of the application form Interview Professional references

	<ul style="list-style-type: none"> • Understanding of equality legislation 	
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Ability to work as part of a team (this role sits at the Executive level at ArtsEd). • Motivation to work with young people • Ability to form and maintain appropriate relationships and Personal boundaries with young people • Emotional resilience • Positive attitude to use of authority and maintaining discipline • Commitment to continued professional development of both self and others • A keen interest in developing pedagogical and creative approaches to actor training, with an eye on diversifying methodologies and material. • Commitment to the highest standards of behaviour in adherence with the staff code of conduct, and able to champion this amongst team members 	<p>Contents of the application form Interview Professional references</p>