

Acting Foundation Course Leader(with additional Equality, Inclusivity & Diversity Coordinator Responsibilities)	
Department:	School of Acting
Reports to:	Director of the School of Acting
Working Pattern:	FTE contract
Hours:	40 hours per week, but flexibility will be required
Salary:	£35,000 -£37,000
<i>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.</i>	
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>
Key Responsibilities:	
	<p>The focus of the Course Leader role is to ensure that the teaching and students' learning experiences are consistent with the expectations of good practice in higher education. The postholder is responsible for inductions and co-ordinating the staff teaching on the course and ensuring that all visiting tutors are conversant with ArtsEd mechanisms for academic standards and quality assurance, as they apply to the course.</p> <p>Alongside responsibility for the continuing development of the course, a significant aspect of the role is the recruitment of students: in consultation with the Director of the School of Acting, and ArtsEd this will include monitoring of student recruitment, and developing initiatives and procedures for recruitment of students to the Foundation course. ArtsEd Acting Foundation course is designed to provide the basis for application to a range of undergraduate programmes. Content of the course has been designed to ensure that successful students meet the level 0 (equivalent</p>

level 3/4) reflective thinking indicators, whilst offering learning outcomes in acting, voice and movement and performance skills that are consistent with transition to a vocational degree programme in the actor training conservatoire sector. The course leader will be responsible for supporting students' progression and achievements throughout their year of foundation study. Emphasis is given in each module to study expectations and re-iteration of subject material and, to supporting students to make the transition to their new culture in every sense. The Course Leader will be a constant point of reference for students, available to offer information and guidance, acting as the staff liaison between subject tutors and students, and referring students to the various learning and well-being support services as appropriate. Particular attention will be given to ensuring that foundation students understand the demands of the course, the expectations for self-directed learning, how to seek help in support of their learning, and the assessment requirements.

A weekly company meeting provides opportunity for the Course Leader to meet with the foundation cohort for sharing of information and generally engaging with students and the issues they raise. At an operational level, the Course Leader is responsible for ensuring that the course and their resources are effectively managed and operated on a cost-efficient basis. In addition to the duties as Course Leader, the postholder will normally be required to make a substantial contribution to teaching on the Acting Foundation course.

Acting Foundation Course Leader Key Objectives:

- To lead and manage the Acting Foundation Course
- To ensure effective delivery of the foundation course
- To maintain purposeful links with relevant professional networks to enable them to make an informed contribution to the currency and relevance of the course
- To contribute significant teaching of the Acting Foundation Course.

Leadership and Management:

- Collaborate with Director of the School of Acting and Heads of Disciplines to engage tutors and organise the staffing on the Acting Foundation Course.
- Ensure in collaboration with Heads of discipline that learning, teaching and assessment practices on the course are consistent with ArtsEd practices.
- Coordination and delivery of annual review of the course, including drafting of the annual course review.
- Liaise with relevant internal and external departments/stakeholders in support of learning and teaching on courses, for example: Library services; Student Support; Marketing & Comms; Registry Administration.
- Identify the resource requirements for the course.
- In collaboration with the Director of the School of Acting work within the delegated budget allowance for the course, timetabling and teaching resources
- Ensure the staff teaching on the course are conversant with ArtsEd operational administrative systems and mechanisms for quality assurance.
- Maintain procedures for recruitment of students to the course, participating in recruitment activities.
- Act as an advocate for ArtsEd, attending a range of events and representing ArtsEd in educational, professional and/or other contexts as appropriate.
- Implement strategies to maintain discipline amongst the student body.

	<ul style="list-style-type: none"> • Monitor student attendance, keeping daily registers and ensuring follow up procedures are implemented. • Coordinate and maintain all administrative requirements to ensure the course is delivered effectively and efficiently. <p>Teaching Responsibilities:</p> <ul style="list-style-type: none"> • Academic tutoring, supervision and guidance for students on the Acting Foundation course. This will include monitoring student's wellbeing, 1-2-1 tutorials and group tutorials. • Make a substantial contribution to teaching on the Acting Foundation course. • Direct the foundation acting productions • Formulate and review plans for the delivery of the Foundation curriculum in advance of the academic year. • Implement and oversee Acting Foundation Course student assessments. • Collate all written feedback, maintain and update assessment details. • Manage, appraise and record the progress of students. • Undertake organisation of student induction <p>Staff Responsibilities:</p> <ul style="list-style-type: none"> • Facilitate the effective working practises of teaching staff on the Course. • Act as the point of reference for information, advice and guidance for teaching staff on the course. • Communicate to teaching staff, ArtsEd's Staff Code of Conduct, Policies and Procedures and standards through induction and where appropriate, through classroom observations.
Secondary Duties	<ul style="list-style-type: none"> • In conjunction with vocal teaching staff, monitor and assess the vocal health of students. • Be active in professional networks and use these for the benefit of students and ArtsEd. • Maintain and develop links with theatre/film/tv professionals including individual artists and companies. • Undertake such reasonable duties as may be requested from time to time by the Director of the School of Acting • Undertake internal and external professional development activity commensurate with the expectations of the post. • Support students with application references.
Equality, Inclusivity & Diversity Coordinator Duties (Specific to current post-holder)	<ul style="list-style-type: none"> • Build links with youth groups and local schools. • Identify outreach opportunities specifically in areas of economic or social deprivation. • Collaborate with the Manager of ArtsEd Extra & Outreach to organise and run workshops.

	<ul style="list-style-type: none"> • In conjunction with the Manager of ArtsEd Extra & Outreach attend relevant outreach and widening participation meetings with other drama schools. • Attend Career days • Liaise regularly with School of Acting and School of Musical Theatre to ensure the coordination of equality, inclusivity and diversity practices throughout the school.
Additional Information	<ul style="list-style-type: none"> • The post holder must at all times carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies. • The post holder must accept responsibility for ensuring that all policies and procedures, and the Staff Code of Conduct are adhered to at all times. • The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • The above list is not exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. • 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 staff are required to undertake Safeguarding, Prevent and GDPR training in line with their professional responsibilities. • ArtsEd is committed to the welfare and safeguarding of all students and pupils and expects all staff to share this commitment
All Staff	<ul style="list-style-type: none"> • 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. • 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.