



Senior Acting Tutor	
Department:	BA (Hons) Course - School of Acting
Reports to:	Head of Acting
Responsible for:	N/A
Working Pattern:	Full Time
Hours:	<p>40 hours per week (on average) to include:</p> <p>Teaching, marking, administration, assessments, Head of Year duties and pastoral care duties.</p> <p>Recall Auditions will not wholly affect teaching hours.</p> <p>Flexibility is required to fulfil the role as required.</p>
<p><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></p>	
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 Senior Acting Tutor will work across the BA Acting programme and on occasion FAct and MA programmes to deliver fundamental acting classes for stage and/or screen. The senior tutor will undertake verbal and written assessments where necessary, 1-2-1 pastoral care and any training to fulfil the requirements of the role and undertake Head of Year responsibilities.</p>
Key Responsibilities:	

	<p>As a Senior Acting Tutor on the BA (Hons) Acting Course, you will teach, assess, and plan a range of units. In doing so you will:</p> <ul style="list-style-type: none"> • Contribute to the delivery and enhancement of our primarily the BA Acting, in contemporary actor training delivery. Additionally collaborating on the acting strand for the MA Acting and Foundation courses. • Make a positive contribution to the team, supporting colleagues in their day-to-day activities. • Be agile and able to reprioritise objectives in line with the School's changing needs. • Use your practical understanding and effectively apply a wide-range of methodologies and practitioners, such as: <ul style="list-style-type: none"> ○ Stanislavski, ○ Chekhov ○ Hagen ○ Bogart ○ Lecoq ○ Grotowski ○ Hendricks ○ Suzuki ○ Alfreds ○ Gaulier • Undertake a variety of classes in Contextual Studies and High Stakes for example. • Direct first year projects: Chekhov and Verbatim for example. • Undertake pastoral duties as Pastoral Tutor and as Head of Year.
<p>First Year Responsibilities</p>	<ul style="list-style-type: none"> • Teaching first acting classes for stage. • Enable students to explore and establish individual ownership of an emerging robust acting process through practical pedagogic practices. • Oversee and undertake assessments, ensuring feedback is delivered to deadlines. • Participating in auditions days whenever available/required to do so. • Undertaking internal and external professional development activity commensurate with the expectations of the post. • Ensuring the curriculum taught and course structure matches the requirements of the Degree, the National Qualification and the professional accrediting bodies.
<p>Second Year Responsibilities</p>	<ul style="list-style-type: none"> • Facilitate a deepening understanding of the craft of acting through methodologies and/or practitioners. • Maintain further development of the actor's individual creative toolkit to continue defining and redefining an acting process through differing rehearsal processes. • Oversee 2nd year projects with external directors. • Oversee and undertake assessments, ensuring written and verbal feedback is delivered to deadlines. • Oversee and mark logbooks/journals. • Arrange Professional Practice and bridging project for the 2nd years.
<p>Third Year Responsibilities</p>	<ul style="list-style-type: none"> • Undertake the duties and provide pastoral care as joint Head of Year • Coordinate the initial rehearsals of Directors of the Autumn and Summer Plays ensuring students have up to date scripts and initial rehearsal schedules. • In conjunction with the industry liaison collate all 3rd year success stories for marketing and promotion and facilitate creative opportunities for 3rd year students with industry professionals to enhance learning and promote the School of Acting and ArtsEd.

	<ul style="list-style-type: none"> • Arrange bridging project with industry professionals. • Work with the Head of Acting on coordination of the Showcase rehearsals
For the MA Course: For the Foundation Course:	<ul style="list-style-type: none"> • Teach if required by the Director of the School of Acting. In collaboration with the Director of the School of Acting and Foundation/MA course leaders.
Line Management Responsibilities	<ul style="list-style-type: none"> • BSL tutor – liaise, induct and communicate information regarding classes.
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.