



Job Description

Job title	(Senior) Lecturer in Contextual studies - Musical Theatre
Normal work base	Wilkes Academy Campus, Swindon
Tenure	Contractor/Fixed term/Permanent
FTE	VARIOUS HOURS AVAILABLE
Salary Range	£35,000 - £45,500 (dependent on role and experience)

Job Purpose

- To support the development and delivery of the education provision at Wilkes Academy in delivering contextual studies sessions to undergraduate and diploma students ensuring an excellent student experience
- To undertake module leadership, teaching and teaching-related activities as determined by the Director of Curriculum, Course Leader and Heads of Departments
- To participate in research, knowledge exchange, public engagement and/or scholarly activity for personal development and to enhance the reputation of Wilkes Academy and our educational partner
- To lead/contribute to Wilkes Academy initiatives in line with the strategic plan

Main Activities

- To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the provision
- To contribute to the development of specialist teaching and learning provision, in the subject specialism and associated disciplines.
- To devise, develop, lead and deliver modules as determined by the Head of curriculum and heads of department
- To ensure that learning materials and methods of delivery meet the defined learning objectives in line with partner requirements and professional standards frameworks

- To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and the performing arts sectors, building e-learning into the delivery of teaching to students as appropriate.
- Delivery of practical skills, theory teaching, academic mentoring, and assessment activities.
- Enhancement of the student experience and facilitating ongoing course evaluation and development.
- Engaging with and developing innovative and effective teaching methods to enhance student engagement and achievement, including mixed-mode approaches to contextual studies teaching.
- To participate with other staff in the development of teaching, learning and assessment strategies.
- To contribute to student support in administrative and pastoral roles, including advice to students on resits and to provide post-results counselling.
- To represent both the course and the academy in Audition and Open Days throughout the year as appropriate
- To attend and contribute to curriculum meetings, project teams and working groups in line with strategic initiatives as required
- To exercise a high standard of advanced scholarship/academic activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to such activities.
- To enhance the college's ability to engage with industrial and external partner contacts through effective networking to build relationships for future activities.
- To maintain and develop areas of expertise under the general guidance and oversight of the Heads of Departments and/or Director of curriculum
- To undertake safeguarding, student welfare and general Health & Safety responsibilities in accordance with Wilkes academy's Policies and in addition, to provide such supervision as is necessary to ensure the health and safety of all students.
- To undertake appropriate professional development and mandatory training activities as identified or required
- To undertake other such responsibilities as may reasonably be required by the college management

Specific responsibilities of a Lecturer:

- To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules, as directed by the Director of Curriculum.

- To be responsible for the development, design, delivery and leadership of modules at various levels, including assessment methods, ensuring that the learning materials and methods of delivery meet defined learning objectives and partner requirements.
- To make an important contribution to curriculum development and new course development
- To act as a mentor to colleagues and to support the development of less experienced colleagues as appropriate.

The responsibilities set out in this document represent the range of activities, which could typically be expected of an academic member of staff at Wilkes Academy, which is neither prescriptive nor exhaustive.

Special Conditions

There will be a need for the postholder to work occasional weekends to cover educational, marketing and recruitment activities.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning. In addition, the role holder may be required to undertake their role off site, which may include overnight stays either in the UK or abroad.

External Activities

External activities for example membership of professional bodies, external examiner roles and journal editorial work which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject.

Professional Development

Wilkes academy is keen to support staff in achieving high standards of pedagogy in order to facilitate effective student learning.

All newly appointed full-time or fractional contracted members of academic staff who have less than three years teaching experience and do not have the equivalent qualification from another institution, may be required to undertake and complete the most appropriate route from either the Academic Professional Apprenticeship (APA), Post Graduate Certificate in Higher and Professional Education (PgCHPE) or Post Graduate Diploma

If you are shortlisted, the chair of the interview panel will explain this further.

All members of academic staff will be expected to achieve Fellowship of the HEA within an agreed timescale after commencement.

Variation to Job Description

Wilkes Academy reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters.

Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Person Specification

Criteria	Essential / Desirable
GCSE/O'Level (or equivalent) in Maths and English	E
Possession of a degree or equivalent professional standing in the performing arts industry	E
Previous experience of teaching and developing learning material	E
Demonstratable excellence in the musical theatre industry either with professional experience and/or academic background	E
Demonstratable up to date knowledge of the Musical theatre industry and a commitment to keep up to date with the changing practices (eg technology, industry standards, developing artists)	E
Demonstrate the ability to teach musical theatre theory	E
Demonstrate a willingness to work within various learning environments (eg workshops, lectures, studios, online)	E
Experience of providing pastoral and academic support to students	D
Recent experience in the supervision of research projects within areas of specialism	D
A demonstrable record of engagement in research and innovation and/or advanced scholarly activity and knowledge exchange in relevant subject specialism	D
An understanding of the key issues and challenges in the HE Environment within a vocational college	D
A creative, innovative and flexible approach to facilitating learning, with commitment to ensuring an excellent student experience	D
Excellent verbal and written communication skills with the ability to engage a diverse audience	E
An effective team player who is self-motivated, with good organisational skills and able to work on own initiative	E
An understanding of our partner University's (University of Staffordshire) strategy and values, with the ability to demonstrate behaviours that align to the values	E
Criteria required for senior lecturer (in addition to the above):-	
Experience and knowledge of course management and implementing quality assurance and enhancement processes across awards	E
Significant experience of leading the development, design, delivery and assessment of modules and courses at various levels	E
Previous experience of teaching in HE and developing specialist teaching materials, with membership of the HE Academy or other equivalent teaching qualification	E
An understanding of the key issues and challenges in the HE and vocational college environment with an ability to articulate a vision for the future development within area of specialism	E
Recent experience in the supervision of research projects within areas of specialism	E