

<b>Backstage Academy (Training) Ltd</b>	<b>Job Description</b>
<b>POST TITLE:</b> Lecturer (Postgraduate Programmes)	<b>REFERENCE:</b> BSA2020-06
<b>AREA OF WORK:</b> Backstage Academy	<b>DATE COMPILED:</b> Sept 2020
<b>SALARY RANGE:</b> £(Subject to experience)	<b>HOURS PER WEEK:</b> 40 Hrs (Full time)
<b>Probation Period:</b> 10 Months	<b>STANDARD WORKING HOURS:</b>  08:30-17:30 Monday - Friday (Occasional weekend and evening work will be required)
<b>Notice Period:</b> 3 Months	<b>START DATE:</b> TBC
<b>Holiday Entitlement:</b> 22 days & Bank Holidays	<b>END DATE (If applicable):</b> N/A
<b>FIXED TERM or PERMANENT CONTRACT:</b> Permanent	
<b>IMMEDIATE LINE MANAGER:</b> Head of Department (Postgraduate Studies)	
<b>DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER:</b>  None however, the postholder will be responsible for managing external training providers	
<b>JOB PURPOSE:</b> The post-holder will have a primary commitment to teaching on Postgraduate Programmes (depending on the successful candidate's area of expertise and specialism) and contributing to the development of these areas of the curriculum, under the direction of the Head of Department (Postgraduate Studies). However, She/he/they are also expected to contribute to the development and teaching of other programmes and professional training courses if required.	
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b>  The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder:  <b>Teaching and organisation and support of teaching</b> <ul style="list-style-type: none"> <li>• Design, delivery and teaching of classes, projects and other learning activities within the framework of the courses.</li> <li>• Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.</li> <li>• Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.</li> <li>• Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.</li> </ul>	

- Design, review and adapt academic/programme content and guidance materials by interpreting student feedback, pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.
- Coordinate others and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.
- Undertake research or other agreed scholarly activity in order to contribute to the development of the institution's Scholarly outputs.
- Responsibility for planning and supervision of students' work in projects and assignments
- Assessment and examination of students, co-ordination of tutors' marks where appropriate, and collaborative participation in formal and informal assessment meetings
- Responsibility for administration (timetable, attendance records, assessment, etc.,) in support of teaching
- Work to the agreed budget and resources, including liaising with existing industry partners, and to recommend new partners where appropriate.
- To organise and manage placement provision for postgraduate courses.
- Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
- Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
- Take responsibility for the pastoral care of students within a specified area, referring problems on where complex or serious.

#### **Quality Assurance, review and programme development**

- Contributing to the annual review and quality assurance processes of the courses and activities in the Academy
- Ensuring that the quality of teaching is of the highest standard and meets all external requirements (Teaching Excellence Framework (TEF), University of Bolton validation etc.)
- Engagement with the enhancement and development of delivery in relation to the aims of the institution and the course and in line with a range of professional practices
- Developing and maintaining strong professional links in your area of specialism
- Commitment to innovation, research and development of Postgraduate learning and teaching strategies.
- Incorporating all Backstage Academy policies and procedures into the delivery and practice of the course (e.g., implementation of Health and Safety procedures, Risk Assessment, etc.)

#### **Institutional activities**

- Participation in Backstage Academy committees
- Engagement in the academic developments in Backstage Academy
- Developing and maintaining links with industry and other partners as required
- Implementation of equal opportunities in all aspects of the post
- Operation of internal procedures (e.g. implementation of Health and Safety procedures)
- Contribute to and assist in appropriate pre-entry, recruitment, selection, and admissions activities (including Open Days, Industry and Partner Visits) to promote the School and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.

#### **Research and personal development**

- Maintenance of personal programme of professional development and research in relation to the subject area.
- Contribute to the development of knowledge through Backstage Academy research activities

Backstage Academy actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development. Training and development is primarily focused as developing you in your present role.

#### **SPECIAL REQUIREMENTS**

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Production Park Ltd.'s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

<b>Backstage Academy (Training) Ltd</b>		<b>Person Specification</b>	
<b>Post Title:</b> Lecturer (Postgraduate Studies)		<b>Reference:</b> BSA2020-06	
<b>Area of Work:</b> Backstage Academy			
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed at Application(A) or Interview (I)</b>
<b>Knowledge</b>			
Extensive professional experience within the creative industries	X		(A, I)
A professional experience or specialism in a relevant field (e.g. Innovation & Entrepreneurship, Live Event Design or Creative Technologies)	X		(A, I)
Familiarity with contemporary live event performance and production and cultural, social and industry contexts	X		(A, I)
Familiarity with international and alternative developments in live event production		X	(A, I)
A research background in live events, and related practices and technologies	X		(A, I)
<b>Organisational and personal skills</b>			
Excellent organisational communication and interpersonal skills	X		(I)
Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	X		(A, I)
A range of skills in teaching, presentation and the operational management of learning	X		(A, I)
Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	X		(A, I)
Able to critically reflect on all aspects of own contribution to the role	X		(A, I)
Ability to work collaboratively and flexibly in changing circumstances	X		(A, I)
Ability to network with others, including negotiating with a variety of partner individuals and organisations	X		(A, I)
<b>Qualifications/Certifications</b>			
Honours degree in a relevant subject area	X		(A)
Postgraduate Degree in a relevant subject area	X		(A)

PhD/Professional Doctorate in a relevant discipline or within final year of submission, or equivalent level qualification or exceptional achievements in the professional field *See note below		X	(A)
A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame		X	(A)
Existing and up to date DBS or CRB assessment		X	(A)
<b>Experience</b>			
Proven teaching and experience of programme delivery including the design, delivery, assessment and validation of modules/courses	X		(A, I)
Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	X		(A, I)
Experience in contributing and implementing quality assurance improvements		X	(A, I)
Experienced and able to publish quality research		X	(A, I)
Experience in developing successful partnership arrangements with industrial and education providers		X	(A, I)
Recent experience of working in a technical or design role in the Live Events or Creative Industries.		X	(A)

\*The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

### **Recruitment – Note to Applicants**

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.