



JOB APPLICATION PACK: ACADEMIC ADMINISTRATOR

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LONDON STUDIO CENTRE: BRIEF HISTORY

The internationally recognised Higher Education Conservatoire, prides itself on training excellent dancers, singers and actors, allowing students to specialise in classical ballet, contemporary dance, jazz dance and musical theatre. But also producing graduates who have formed their own companies and established themselves as choreographers, teachers, producers and directors. London Studio Centre offers a comprehensive suite of programmes/courses including a BA (Hons) Theatre Dance programme for students who are dedicated to the pursuit of excellence in all aspects of the theatre, an MA in Dance Producing and Management, for students looking to move into the production side of dance theatre making. Commencing autumn 2021 LSC will also offer an MA Dance Performance in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre. Plus a Foundation degree in Professional Dance Performance, BA Top Up Professional Performance, an MA in Dance Education and PGCert Teaching Professional Theatre Dance which will further enhance LSC's already robust offering of Higher Education provision.

London Studio Centre is rooted in Western theatre dance forms, and enjoys a tradition of dance education dating back to the end of the 19th century, when Leon Espinosa (1825-1904) settled in London. In 1872, he established a school for ballet and related theatre arts, after having trained at the Paris Opera and then danced and taught at the Bolshoi Theatre in Moscow. His son Edouard Espinosa (1871-1950) continued the family tradition as one of the founders of the Royal Academy of Dance and then the British Ballet Organisation.

London Studio Centre's founder, Bridget Espinosa, was heir to this distinguished tradition, to which she contributed her own expertise as a dancer and director. Under her leadership LSC pioneered a multi-disciplined dance education fitted to the needs of the modern world of dance and musical theatre, which included the possibility of university validation of its provision. Her son, Nicholas Espinosa, continued these developments and, in 1995 Middlesex University validated London Studio Centre's BA Honours Theatre Dance programme. The Director, Nicholas Espinosa is the Chairman of bbodance and a Trustee for Yorke Dance Project.

LSC began life in and around Tavistock Square in central London. In 1987 it moved into property on York Way, next to Kings Cross Station, where it remained until 2012. In 2012 the college relocated to artsdepot in North Finchley where it has created a unique collaborative partnership with the performing arts venue. The partnership provides the conservatoire with rehearsal and performance spaces that facilitate LSC's high quality training, and the building's bright, contemporary feel has quickly provided the ideal atmosphere for London Studio Centre's new home.

LSC's facilities comprise ten dance studios, two fully equipped theatres, drama and singing rooms, a library with IT suite and a lecture room. The triple-height atrium café and social areas also offer ample space for relaxation.

London Studio Centre is committed to providing an education in dance and related subjects for the professional theatre, in an environment where the individual creative talents of each student are nurtured. All programmes we offer maintain the Centre's mission to be a world-class conservatoire for professional dance and musical theatre, enabling artists to reach their creative potential in performance, creation and production and, thereby, shaping the future of the profession. LSC values and offers a holistic approach, one that keeps pace with recent developments in dance pedagogy. Student representation and student surveys contribute significantly to annual course monitoring and make an important and valuable contribution to quality management.

London Studio Centre is accredited by The Council for Dance, Drama and Musical Theatre (CDMT) and is listed as one of CDMT's Accredited Schools. The CDMT ensures the provision of high-quality professional dance, drama and musical theatre training through accreditation of full-time dance and performing arts schools and has provided the industry benchmark of quality assurance for professional dance and musical theatre training in the UK since 1979.

London Studio Centre's most recent Higher Education Review for Alternative Providers by the Quality Assurance Agency for Higher Education (QAA) took place in 2017 where it received the following judgements about standards and quality:

- The maintenance of the academic standards of awards offered on behalf of degree-awarding bodies and/or other awarding organisations **meets** UK expectations
- The quality of student learning opportunities is **Commended**
- The quality of the information about learning opportunities **meets** UK expectations
- The enhancement of student learning opportunities **meets** UK expectations.

Annual monitoring since the review has confirmed LSC continues to make commendable progress.

In 2019 LSC received a Gold rating from the Teaching Excellence and Students Outcomes Framework (TEF) award from the Office for Students, cementing its 2018's Gold Award. LSC is part of a selective group of 76 prestigious universities or colleges in the UK offering excellence in higher education including; University of Cambridge, University of Oxford, The Royal Academy of Music, The Royal Central School of Speech and Drama and The Conservatoire for Dance and Drama. To be awarded a gold rating LSC has delivered "consistently outstanding teaching, learning and outcomes for its students" and be of "the highest quality found in the UK". For our 2019 rating the Office for Students noted "that students from all backgrounds achieve consistently outstanding outcomes" and that LSC graduates have "exceptionally high" employment rates and student satisfaction rates.

The majority of the teaching staff are actively engaged in professional theatre, enabling students to be aware of new techniques and trends. Students are given an unparalleled range of opportunities to gain performance experience, both in-house and in professional venues.

LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. Graduate students have embarked on successful careers, joining companies such as Rambert Dance Company, English National Ballet, Matthew Bourne's New Adventures, Michael Clark Company, Richard Alston Dance Company, Sarasota Ballet, Scottish Ballet, Scottish Dance Theatre, ZooNation, Vienna Festival Ballet, the Royal Shakespeare Company and Royal National Theatre; while others have appeared in leading roles in musicals in the West End and elsewhere including *American Idiot*, *Billy Elliott*, *Cats*, *Charlie and the Chocolate Factory*, *Chicago*, *Hairspray*, *Jersey Boys*, *Les Misérables*, *Mamma Mia!*, *Miss Saigon*, *Matilda the Musical*, *Memphis the Musical*, *Stomp*, *The Book of Mormon*, *The Lion King*, *The Phantom of the Opera*, *Thriller Live*, *We Will Rock You* and *Wicked* to name but a few. Many graduates are also working as independent, creative artists in dance and theatre.



LSC's Mission, Vision and Values

VISION

To be a world-class conservatoire for professional dance and musical theatre, enabling our graduates to reach their creative potential in performance, creation, production, and education, thereby, shaping the future of the profession.

MISSION

To enable students to become innovative and skilled performers, creators, producers, and education managers, at the cutting edge of professional dance and musical theatre through the development and delivery of innovative programmes.

VALUES

The London Studio Centre is committed to:

- Excellence in professional practice
- Preserving and developing the heritage of dance and musical theatre
- Engagement with a diverse and representative range of dance forms and celebrating their origins
- Respect for the individual, inclusive of their culture and background
- A culture of health and well-being
- Freedom of thought and expression, fostering academic freedom of speech
- Promoting entrepreneurship and innovation
- A culture of creative opportunities
- Life-long learning and continuing professional development
- Students as partners in quality management and enhancement

Job Description: ACADEMIC ADMINISTRATOR

General Functions:

Responsible for the academic administration of all undergraduate and postgraduate programmes at LSC, providing day-to-day maintenance and supervision of all aspects of assessments. To provide personnel support in order to ensure the smooth running of the Academic Office.



Consultation:

In carrying out their duties the Academic Administrator will consult with the Director, Dean of Studies, Head of Student Programming, Head of Learning & Teaching and other staff and students of London Studio Centre, where necessary. It will also be necessary to consult with other outside organisations, including but not limited to, Validating Bodies and External Examiners.

Principal Duties and Responsibilities:

Planning

- Supporting the Dean of Studies with every aspect of the day-to-day management, forward planning and development of the educational programmes at London Studio Centre
- Providing support in managing the contextual studies lecturers, being the main point of contact throughout the academic year

Assessment

- Maintaining assessment records for students on all undergraduate and postgraduate Programmes, ensuring they are presented accurately and at the appropriate time to the relevant validating body
- Liaising with all academic faculty to ensure all student assessment marks are submitted on time, that they have been reviewed and are reported accurately to the relevant assessment board
- Ensuring the application of the appropriate validating body regulations and procedures
- Acting as a point of contact for all assessment related queries
- Assisting in the production of programme and module handbooks, being the main point of contact for the collation of information
- Ensuring all programme specific forms are up to date and available on the college's virtual learning environment (e.g student feedback forms)
- Monitoring student submissions on Turnitin and be the main point of contact for all academic misconduct issues
- Recording and facilitating student meetings with the relevant Programme Leaders
- Creating and distributing all assessment packs
- Processing all forms relating to student deferrals and extenuating/mitigating circumstances
- Liaising with Registry regarding student queries as required
- Liaising with the External Examiners to ensure the moderation of the relevant assessments
- Being proactive in the development of the assessment process in line with best practice in the Higher Education and Conservatoire sector
- Being aware of the implications of Data Protection, GDPR and UK Visas and Immigration rules on the processing of student data

Administration

- Act as the secretary for the Academic Board, Board of Studies, Assessment Boards and related meetings, Student Support and Progress Committee, Contextual Studies Faculty Forum and the Learning and Teaching Committee
- Be a member of the DIVA (LSC's Virtual Learning Environment) Review Team, Administration Committee and Calendar Team
- Providing administrative support to the MA Programme Leaders in relation to scheduling and maintenance of the programme
- Maintaining good management of all records and correspondence, with regular digital filing and archiving
- Maintaining all digital assessment recordings and ensure they are archived appropriately and comply with GDPR
- Maintaining and updating information on the website and DIVA throughout the year in line with changes agreed and CMA requirements
- Providing administrative support to the Dean of Studies
- Ensuring compliance with all LSC policies and procedures.

General Duties

- Assisting other departments in any general duties to ensure the smooth running of LSC. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Ensuring any interactions with students are documented
- Attending all meetings as designated. To document all meetings that you are involved in, both in and away from the office, in the central diary
- Being available to assist with the smooth running of all productions and various LSC events
- Being available to attend LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Ensuring you are aware of all events and developments in relation to the day-to-day running
- Attending staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

To Whom Responsible:

Director, Dean of Studies

Employment Details:

Job Role:	Academic Administrator	Line Manager:	Dean of Studies
Contract type:	Full time, permanent following probation	Area of work:	Academic Department
Salary Grade:	Grade 2.0	Salary:	Circa £24-26,000 per annum Depending on Experience
Working hours:	8.45am – 4.45pm Monday to Friday	Location:	London Studio Centre, North Finchley

Person Specification:

Attributes	Essential	Desirable
Knowledge: <ul style="list-style-type: none"> Experience of working within Higher Education Experience of working within a quality assurance setting in HE Experience of working with Moodle-based Virtual Learning Environment Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems Experience of Academic Administration Experience using a student information system 	X X	X X X X
Qualifications: <ul style="list-style-type: none"> Degree level qualification (however candidates with particularly strong experience and no Degree are encouraged to apply) Masters level qualification Membership of relevant educational and/or professional bodies 	X	X X
Organisation and personal skills: <ul style="list-style-type: none"> Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure Excellent numerical, analytical and data management skills Ability to utilise experience and quickly adapt to new tasks Ability and willingness to work flexibly to manage workload to changing pressures and demands Strong literacy skills Excellent administrative and organisational skills Proven ability to work pro-actively as part of a team Positive, can-do attitude Good time management skills Ability to deal with confidential and sensitive information Strong communication and interpersonal skills 	X X X X X X X X X X X	
Other: <ul style="list-style-type: none"> An understanding of UK HE policies, practices and academic regulations in relation to student administration and support Proactive approach to continuing professional development 	X	X

Guidance notes

Application

To make an application, please complete the following documents:

- Application form:
<https://londonstudiocentre.wufoo.com/forms/lsc-job-application-form/>
- Equal Opportunities Monitoring form:
<https://londonstudiocentre.wufoo.com/forms/lsc-job-application-equal-opportunities-form/>

The forms must be submitted by **9am, Thursday 3rd February 2022**.

If you have any questions regarding the position, please do not hesitate to contact Stephanie Ahern at humanresources@yahoo.co.uk.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process
- CV's will not be accepted without a completed application form.

Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview. The interview will be conducted during the week commencing **7th February 2022**.

The proposed start date is late February 2022. Exact start date to be negotiated.

Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/interview.

Final appointment is subject to receipt of satisfactory references.

Equal Opportunities

As an equal opportunities employer and as part of LSC's commitment to equality and diversity. LSC welcomes applications from all suitably qualified persons and encourages applications from candidates with protected characteristics. As an institution promoting anti-racism, we especially encourage applications from ethnic minorities. All appointments will be made in accordance with the Equality Act (2010).

To monitor the effectiveness of LSC's equal opportunities policy, we would appreciate the completion of the equal opportunities form with any completed application form.

Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.