



**JOB APPLICATION PACK:
HEAD OF STUDENT WELFARE AND DANCE SCIENCE
LECTURER**

CONTENTS

Brief History of London Studio Centre	2
LSC Mission, Vision and Values	4
Job Description	5
Employment Details	7
Person Specification	7
How to apply	8

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. An MA Dance Performance in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre. A Foundation degree in Professional Dance Performance, a BA (Hons) Professional Performance (Top up), an MA in Dance Education and a PGCert Teaching Professional Theatre Dance providing a 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, acting 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 was 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: Head of Student Welfare and Dance Science Lecturer



General Functions:

To lead the Student Welfare Department in the implementation of LSC's Health and Well-being culture through overseeing various components of the course alongside, individual student support and wider LSC strategies.

Consultation:

In leading the Student Welfare Department, the Head of Student Welfare will work closely with the Head of Pastoral Care and Head of Dance Science. In carrying out their duties they will consult with the Director, Head of Student Programming, Dean of Studies, Assistant Director, Head of Learning Support, Heads of Departments, Artistic Directors, Module/Unit Leaders, Head of Learning & Teaching, and other staff where necessary and students of the London Studio Centre.

Principal Duties and Responsibilities:

Student support

- Meeting regularly with students who are facing physical, psychological or personal challenges. Assisting them in developing strategies to manage this including referral to relevant qualified professionals either in-house or externally, ensuring meticulously record keeping and confidentiality is upheld during this process
- Meeting with students who have long-term injury or illness to design with them modified timetables and rehabilitation programmes
- Managing the in-house team of practitioners (physiotherapist, counsellor, dietician, osteopaths and soft tissue therapists) including supporting them with collating notes, student bookings and liaising on individual cases, with student consent
- Disseminating consented weekly student welfare updates (Student Welfare Notes) to staff and supporting staff with any student welfare concerns
- Working closely with LSC's Designated Safeguarding Lead to support any safeguarding concerns
- Maintaining contact with external companies providing medical insurance, health cash plan or other medical professionals to provide students with a wide network of external referral options when needed
- Supporting students who are Interrupting or Withdrawing from the programme and supporting students who have Interrupted and returning to the programme
- Meeting weekly with the Head of Pastoral Care to review all student cases, and along with the Head of Ballet, who oversees the personal tutoring system, to review concerns raised by any personal tutors
- Liaising with the Events Coordinator to ensure all students enrolled on any co-curricular performance activities are fit to participate
- Managing the progress and support provided for any attendance concerns, liaising with the module/unit or programme leader where relevant
- Providing students with resource packs and information supporting their well-being during the holidays.

Physical Assessments, Profiling and Health & Well-being 1:1's

- Overseeing physical assessments throughout the audition process in liaison with the Admissions Manager
- Undertaking meetings in term one with all new students to assist them in developing injury prevention and health and well-being strategies
- Developing and administering LSC's profiling initiative, which monitors various fitness parameters for all students at the beginning of each term.

Health and well-being initiatives

- Leading on the development and delivery of termly Health and Wellbeing weeks, a student initiative, in collaboration with the Health and Wellbeing Team
- Developing student resources for LSC's Virtual Learning Environment (VLE)
- Presenting about the Student Welfare Department at Open Days and liaising with potential applicants to answer any student welfare related queries
- Providing staff training related to health and wellbeing
- Creating health and wellbeing information to include weekly in the student and staff bulletins.

Administration and Quality Assurance

- Being a member of a range of meetings, including but limited to the Academic Board, Board of Studies and Assessment Boards
- Chairing the Student Welfare Team and Health and Wellbeing team meetings
- Managing the student welfare database to ensure close management of all student cases
- Ensuring correct data storage of all student welfare related files
- Maintaining and regularly reviewing the policies and guidelines related to Student Welfare
- Contributing to wider strategy and developments surrounding Healthy Dance Practice/Dance Science at London Studio Centre.

Teaching Commitment

- Teaching up to 7 hours per week across levels 4-7 (undergraduate and postgraduate students); in areas such as Dance Science, Healthy Dance Practice and Personal and Professional Development
- Tutoring Level 6 Dissertation Students
- Preparing for lectures, marking and feedback
- Being a Module Leader for UPDP4001 – The Healthy Dancing Body and UTPT7002 – Supporting Healthy Dancing Practice.
- Providing support to the FdA students as the Foundation Course Coordinator

General Duties

- Assist other departments in any general duties to ensure the smooth running of London Studio Centre. 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 London Studio Centre (at least four during an academic year)
- Ensuring you are aware of all events and developments in relation to the day to day running of London Studio Centre
- 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

For Whom Responsible:

Student Support Services practitioners, including but not limited to the Physiotherapist, Dietician, Counsellor, Osteopath and Soft Tissue Therapists.

Employment Details:

Job Role:	Head of Student Welfare and Dance Science Lecturer	Line Manager:	Director
Contract type:	Full time during term time (0.73 / 38 weeks). Permanent following probation	Area of work:	Student Support
Salary Grade:	Grade 4.0	Salary:	Between £40,000 Depending on experience
Working hours:	8.45-4.45pm 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 injury management • Experience of working within the performing arts, specifically dance sector • Experience of lecturing undergraduate and postgraduate students • Experience of working within Higher Education • Experience of working with Moodle • Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems • Experience of Safeguarding and Prevent Duty requirements 	 X X X X 	 X X X
Qualifications: <ul style="list-style-type: none"> • Degree level qualification • Postgraduate level qualification • Membership of relevant educational and/or professional bodies 	 X X 	 X
Organisation and personal skills: <ul style="list-style-type: none"> • Ability to utilise experience and quickly adapt to new tasks • Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure • Ability and willingness to balance and work flexibly to manage workload to changing pressures and demands • Excellent administrative and organisational skills • Proven ability to pro-actively work 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	
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 • Current DBS • First Aider 	 X X	 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, Monday 17th January 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 first interview will be conducted virtually during the week commencing **24th January 2022**. Second interviews will take place in person at LSC at a mutually agreeable time.

The proposed start date is to be negotiated but should be **by March 2022**. The exact date to be agreed.

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.