**JOB APPLICATION PACK:**

**COURSE LEADER/ SENIOR LECTURER**

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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, an **MA Dance Performance** in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre all validated by Middlesex University. In addition, LSC offers an **FdA in Professional Dance Performance** attracting gifted and talented students from 16+ alongside a **BA (Hons) Professional Performance (Top-Up)** allowing students with a level 5 qualification to earn their degree, in addition to a **PGCert Teaching Professional Theatre Dance and MA Dance Education** offering distance learning postgraduate teaching qualifications in the areas of professional, conservatoire and higher education dance teaching contexts all validated by the University for the Creative Arts.

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 re-located 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 performance spaces, 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 2022 and confirmed London Studio Centre’s commitment to high quality provision on all of its courses and programmes.

In 2019 LSC received a Gold rating from the Teaching Excellence and Students Outcomes Framework (TEF) award from the Office for Students, following 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.

# **Job Description: Course Leader/Senior Lecturer**

**General Functions:**

To provide effective leadership and organisation of a university validated course in addition to developing, planning, and delivering in the area of contextual studies to undergraduate and postgraduate students. To contribute and support learning and teaching within the Academic Department and provide student and staff support.

**Consultation:**

In carrying out their duties the Course Leader/Senior Lecturer will consult with the Director of London Studio Centre, Assistant Director, Head of Student Programming, Dean of Studies, 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 Universities, the Council for Dance Drama and Musical Theatre (CDMT), Artsdepot, and Quality Assurance regulating bodies.

**Principal Duties and Responsibilities:**

*Course Leadership*

* To take responsibility for the course planning, delivery, and day to day operations
* To be responsible for course documentation including course handbooks and VLE content
* To support staff in the learning, teaching, and assessment of the course
* To support students studying on the course from audition to progression and graduation
* To lead on the Annual Academic Monitoring for the University
* To take responsibility for annual updates to the course in collaboration with teaching faculty and administrative colleagues

*Institutional Link Tutor (University for the Creative Arts)*

* Be the key liaison with the University Link Tutor and other relevant staff at the University
* Member of Board of Study and Assessment Boards
* To liaise with the validating University in accordance with the Partnership Agreement
* Ensure assessment process is conducted in accordance with University regulations, in collaboration with Course Leaders, the Head of Learning and Teaching, Head of Student Programming and Academic Administrator
* Process academic misconduct cases in accordance with university regulations and procedures
* Ensure LSC follows all relevant practices and procedures described in UCA’s Learning & Quality Enhancement Handbook
* Attend Partner Institution meetings, training sessions and away days

*Teaching, Assessment and Feedback*

* To take responsibility for the planning and delivery of a range of contextual studies which may include dance/theatre history, analysis, critical studies, and research support for both undergraduate and postgraduate students
* To act as a dissertation tutor and research supervisor for final year undergraduate and postgraduate students
* To undertake a range of both first marking, second marking and internal moderation across the conservatoire
* To provide comprehensive and timely feedback to students in line with LSC’s assessment and feedback policy
* To provide module/unit leadership for contextual studies elements including the final year dissertation module
* To provide support assigning and managing dissertation tutors

*Learning and Teaching Support*

* To contribute to the creation and delivery of staff development sessions, most notably during LSC’s bi-annual LIFT OFF event
* To provide support preparing for the Research Ethics Approval Panel, including deputising as chair, organising, and communicating outcomes to students
* To support and contribute to all course Annual Monitoring report and other internal reports
* Membership of and attendance at a range of meetings, including but not limited to the Academic Board, Assessment Board, Student Support and Progress Committee, Quality Management and Enhancement Group and Learning and Teaching Enhancement Committee. Acting as Deputy for a range of meetings if required.
* To keep up to date with current government and regulatory higher education requirements and learning and teaching in the sector/industry, sharing information as relevant

*Student and Staff Support*

* To be a point of contact for students with learning and teaching issues, including issues relating to deferrals and assessments
* To provide academic tutorial support for students
* To support faculty with learning and teaching queries, including online delivery
* To support faculty with assessment and feedback queries
* To be a point of contact for admin support staff with queries relating to learning and teaching, assessment, and feedback

*Administration*

* To provide support for the preparation for Assessment Boards
* To maintain and update information on the website and LSC’s virtual learning environment throughout the year in line with changes agreed and CMA requirements as allocated to your role.
* To maintain good management of all records and correspondence, filing and archiving as required.

*General Duties*

* To 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.
* Ensure any dealings with students are documented.
* Attend all meetings as designated. To document all meetings that you are involved in, both in and away from the office, in the central diary.
* Be available to assist with the smooth running of all productions and various LSC events. Be available to attend at least one performance of all studio productions on a professional basis to entertain guests of London Studio Centre.
* To ensure you are aware of all events and developments in relation to the day to day running of London Studio Centre.
* Attend staff performance review meetings as required.
* Attend any staff development or training courses that are mutually deemed appropriate.

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| **Employment Details – Course Leader/ Senior Lecturer** | | | |
| Line Manager: | Dean of Studies | Area of work: | Education Department |
| Salary Grade: | Grade 5.0 | Salary: | £49,000 |
| Contract type: | Full time | Working hours/days: | Monday to Friday. Typically, 8.45-4.45pm, however variations to hours are common dependent on lecturing schedule |

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| **Person Specification:** | | |
| Attributes | Essential | Desirable |
| **Knowledge:**   * Experience of working within a Higher Education Institution * Experience of preparing content and lecturing undergraduate and postgraduate students * Experience of preparing content and lecturing in the areas of contextual studies * Experience supervising undergraduate dissertations * Experience in Course Leadership of a University Validated Course * Experience supervising postgraduate research projects * Experience of preparing content and lecturing postgraduate students * Experience of supporting students with academic support * Experience of working with Moodle * Strong IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems * Experience of working within different Quality Regulator frameworks * Understanding of the Higher Education Alternative Provider landscape | X  X  X  X | X  X  X  X  X  X  X  X |
| **Qualifications:**   * Degree level qualification * Masters level qualification in Dance/related topic * Membership of relevant educational and/or professional bodies | X  X | X |
| **Organisation and personal skills:**   * Ability to draw from 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 literacy skills * Strong 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  X |  |
| **Other:**   * An understanding of UK HE policies, practices, and academic regulations * Proactive approach to continuing professional development | X | X |

**Application**

To make an application, please submit the following documents:

* CV
* Cover letter
* Equal Opportunities Monitoring form

Available at  [https://www.londonstudiocentre.org/**jobs**/](https://www.londonstudiocentre.org/jobs/)

Send these to [humanresources@londonstudiocentre.ac.uk](mailto:humanresources@londonstudiocentre.ac.uk) by **9am,** **Friday 5th August, 2022.**

If you have any questions regarding the position, please do not hesitate to contact HR on the email above.

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

**Equal Opportunities**

As an equal opportunities employer and as part of LSC’s commitment to diversify its staff. 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).

In order 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.

**Interview**

LSC aims to notify candidates as soon as possible after the closing date as to whether they will be invited for an interview. A virtual interview will be conducted the **week commencing the 8th August, 2022.**

The preferred start date is September 2022, however this is negotiable.

**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 and eligibility to work.

**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.

# **How to apply**