



**JOB APPLICATION PACK:  
HEAD OF LEARNING AND TEACHING / SENIOR  
LECTURER (MATERNITY COVER)**

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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. Whilst 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 including a BA (Hons) Theatre Dance Degree 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 in Dance Performance in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre, a Foundation degree in Professional Dance Performance aimed at the exceptionally talented students (from 16 years old), a BA Top Up Professional Performance, an MA in Dance Education and PGCert Teaching Professional Theatre Dance for those wishing to enhance their teaching practice.

London Studio Centre is rooted in Western theatre dance forms and enjoys a tradition of dance education dating back to the end of the 19<sup>th</sup> 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 also 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 LSC 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 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.

LSC is registered with the Office for Students, providing eligibility for students to obtain Student Finance and access to Visa's for international students. A review of the London Studio Centre by the Quality Assurance Agency for Higher Education (QAA) in May 2022, the UK's independent quality body for higher education, expressed confidence that 'academic standards are reliable, meet UK requirements, and are reasonably comparable' – the highest judgement available through the review process. The review team did identify specific improvements or areas for development.

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 Learning and Teaching / Senior Lecturer (Maternity Cover)**



### **General Functions:**

To assume joint overall internal responsibility for quality monitoring, assurance and enhancement with the Director and the Dean of Studies.

### **Consultation:**

In carrying out their duties they will consult with the Director of London Studio Centre, Assistant Director, Head of Student Programming, Dean of Studies, Financial Controller, faculty 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, Middlesex University, University for the Creative Arts, the Office for Students, Advance HE, the Council for Dance Drama and Musical Theatre and other validating bodies.

### **Principal Duties and Responsibilities:**

#### *Learning and Teaching*

- To take responsibility for the management of all learning and teaching, to ensure full implementation of the learning and teaching strategy and collect/reflect on data for LSC's annual report
- To be responsible for the administration and organisation of the assessment process with the support of the Academic Administrator
- To Module Lead on various Undergraduate and Postgraduate programmes
- To deliver lectures and seminars in all relevant Undergraduate and Postgraduate programmes, provide tutorial support, and mark and provide feedback for all relevant assignments and projects
- To manage the assignment of undergraduate dissertation tutors and tutorial process throughout the year. To tutor a range of student dissertations, providing tutorial support, marking and feedback
- To be a point of contact for students seeking individual tutorial support, in conjunction with the Head of Learning Support. Providing face to face meetings with vulnerable students both on a targeted and demand basis, and feedback on draft work by email
- Supporting students in the prevention of academic misconduct
- Ensure LSC is undertaking the Academic and Assessment processes as stated in its policies and procedures.

#### *Institutional Link Tutor (Middlesex University)*

- 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 Memorandum of Cooperation
- Ensure assessment process is conducted in accordance with University regulations, in collaboration with various Programme Leaders, 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 MDX's Learning & Quality Enhancement Handbook
- To complete LSC's Annual Monitoring Report
- Attend Partner Institution Forum meetings, training sessions and away days.

#### *Quality Assurance and Enhancement*

- To lead on the roll out of new programmes at LSC, including but not limited to reviewing and developing an implementation action plan, facilitating the development of new module handbooks, planning forward for development of scheduling/timetable, and ensuring resources/staffing are in place
- To contribute to course development and research
- Member of Quality Management & Enhancement Group (QMEG)
- Member of Student Engagement Team (SET)
- To participate in the completion of reports, annual monitoring and reviews to a range of data-reporting departments including but not limited to, Office for Students and the Council for Dance Drama and Musical Theatre
- Evaluate effectiveness of all relevant procedures, review LSC policies/strategies and recommend enhancements
- Participate in the implementation, review and enhancement of Enhancement Strategy and LSC's UK Quality Code Mapping Document and encourage areas for enhancement throughout LSC's meetings
- Review changes in government policy, Middlesex University policy and best practice in the sector (AdvanceHE, QAA, OfS, THES, UUK, GuildHE, WonkHE, Jisc, DanceHE, SCUDD, SEDA etc).

#### *Staff Development*

- To support and promote teaching staff in the development and enhancement of their teaching practice; promoting internal and external opportunities
- Member of Staff Development Team (SDT)
- To plan and facilitate sessions at Lift Off; invite speakers, evaluate outcomes and effectiveness of event
- Collect data and measure impact of staff development and CPD for LSC's annual report, discuss trends, set priorities for future.

#### *Administration*

- To be a member of a range of meetings, including but not limited to; Academic Board, Student Support and Progress, Professional Development and Employability Team, Student Reps Forum, Staff Development Team, and Faculty Recruitment and Enhancement Committee
- To Chair the Learning and Teaching Enhancement Committee
- To maintain good management of all records and correspondence, filing and archiving as required.
- Maintaining and updating relevant information on the website and LSC's virtual learning environment throughout the year in line with changes agreed and CMA requirements.

### *General Duties*

- To assist 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
- To ensure you are aware of all events and developments in relation to the day to day running of London Studio Centre
- To be available to assist with the smooth running of all productions and attending LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- To encourage a positive and supportive working environment for the team
- To attend 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:**

Dean of Studies, Director

<b>Employment Details:</b>			
Job Role:	Head of Learning and Teaching / Senior Lecturer (Maternity Cover)	Line Manager:	Dean of Studies
Contract Type:	Full time, Fixed Term Maternity Cover (Jan 2024 – Mar 2025)	Area of work:	Education Department
Pay Grade:	Grade	Salary:	Circa £50k Depending on experience
Working hours:	Monday to Friday, typically 8.45-4.45pm however variations to hours are common dependent on lecturing schedule	Location:	Onsite, London Studio Centre, North Finchley

<b>Person Specification:</b>	
<b>Attributes: Knowledge</b>	<b>Essential/Desirable</b>
Experience of working within Higher Education	E
Experience of working within the performing arts industry, specifically dance sector	E
Experience of preparing content and lecturing undergraduate and postgraduate students	E
Experience supervising undergraduate dissertations	E
Experience in Programme Leadership of a University Validated Course	D
Experience supervising postgraduate research projects	D
Experience of supporting students with academic support	D
Strong IT Skills – particularly MS Excel, Word and Outlook and willingness to adapt to new systems	D
Experience of working with Moodle	D
Experience of working within different Quality Regulator Frameworks	D
Understanding of the HE landscape	D
<b>Attributes: Qualification</b>	<b>Essential/Desirable</b>
Degree level qualification	E
Masters Level qualification in dance/related topic	E
Membership of relevant educational and/or professional bodies	D
<b>Attributes: Organisation and Personal Skills</b>	<b>Essential/Desirable</b>
Ability to utilise experience and quickly adapt to new tasks	E
Excellent attention to detail and accuracy skills	E
Ability and willingness to adapt to changing pressures and workload demands, whilst remaining calm under pressure	E
Excellent literacy skills	E
Excellent administrative and organisational skills	E
Ability to deal with confidential and sensitive information	E
Excellent communication and interpersonal skills, with the ability to work with a range of people	E
Proven ability to work pro-actively as part of a team	E
Positive, can-do attitude with an ability to work creatively to find solutions	E



Good time management skills	E
<b>Attributes: Other</b>	<b>Essential/Desirable</b>
Proactive approach to continuing professional development	E
An understanding of UK HE policies, practices and academic regulations in relation to student administration and support	D
Current DBS	D

## Guidance notes

### Application

To make an application, please send the following:

- CV and Cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to [humanresources@londonstudiocentre.ac.uk](mailto:humanresources@londonstudiocentre.ac.uk) by **9am, Friday 17<sup>th</sup> November 2023**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources on the above email or at 02075202800.

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

### Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview. These will take place at a mutually agreed time shortly after the closing date.

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

London Studio Centre is committed to being an Equal Opportunities employer. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector).

### 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.