



<b>Job Title:</b> Foundation Acting Course Leader	<b>Department:</b> Curriculum
<b>Hours:</b> 32 per week (0.8 FTE) 1 hour remission for Lead/Head	<b>Salary:</b> £24,000.00 - £28,000 pro rata
<b>Location:</b> Wandsworth, London	<b>Reports:</b> Dean  <b>Direct Reports:</b> Freelance staff
<b>Key Responsibilities - Coordinator of Foundation courses</b>	
<ul style="list-style-type: none"><li>• Maintain and develop the Foundation programme liaising with the Head of Foundation, North</li><li>• Teaching or facilitating teaching on the programme</li><li>• Recruitment of all additional tutors for the course in consultation with the Dean</li><li>• The organisation and monitoring of assessment procedures</li><li>• Working within the agreed annual programme budget</li><li>• Recruitment of students for the programme in consultation with the Dean</li><li>• Conducting individual tutorials &amp; Careers guidance</li><li>• Attend all appropriate meetings including staff and development meetings</li><li>• Oversee the quality assurance of the Foundation Course in terms of teaching delivery &amp; information</li><li>• To teach 12 hours of curriculum across the BA, MA and Foundation Acting Courses</li><li>• To attend all in-house CPD and meetings in line with ALRA's Curriculum Development</li></ul>	
<b>Other</b>	
<ul style="list-style-type: none"><li>• Monitor and ensure all course relevant equipment is of industry standard</li><li>• Adhere to ALRA's Equal Opportunities and Health and Safety policies, in respect of all staff, students and visiting members of the public</li><li>• Carry out other duties as may be reasonably directed by the Dean</li></ul>	