



Job Title: Course Leader MA Acting, ALRA South	Department: Curriculum
Hours: 40 per week (1.0 FTE)	Salary: £32-£38,000
Location: Wandsworth, London	Reports to: Associate Dean South Direct Reports: Industry Professionals
Key Responsibilities	
<ul style="list-style-type: none"> To be responsible for day-to-day management of the MA Professional Acting in collaboration with the Head of Embodiment, Head of Live and Recorded Performance and Associate Dean. To contribute to timely and fair assessment procedures. To work with the Head of Live and Recorded Performance, the Associate Dean and the Dean to select appropriate texts for rehearsal in performance and provide copies to text selection committee. To work with Head of Embodiment, Head of Live and Recorded Performance and Associate Dean to schedule and manage freelance staff. To support the Dean by contributing to validation documents, annual monitoring and other reporting procedures as necessary. To support the Dean and Associate Dean in ensuring the curriculum is delivered according to the content that is prescribed within the programme specification. To provide pastoral support to MA Professional Acting students. To attend Curriculum Team Meetings and Teaching and Learning Committee. To oversee the tutorial feedback system at end of each term in liaison with the Associate Dean 	
Curriculum	
<ul style="list-style-type: none"> To teach on the acting courses for a minimum of 18 - 21 hours per week To oversee the recruitment and monitoring of appropriate teaching staff for the programmes, including directors of projects, public productions, and films To provide and oversee effective and appropriate pastoral care for the students To implement effective student assessment and disciplinary procedures as directed To oversee level 6 production liaising with the Directors ensuring that they stay within 2-hour maximum production time To allocate and oversee all supervision for Personal Research Projects at level 7. To observe and feedback to all Industry Professionals modelling appropriate forms of feedback 	
Quality	
<ul style="list-style-type: none"> To report to Exam Board as required To suggest curriculum improvements and developments in response to changing industry circumstances under guidance of the Dean and the Associate Dean To support the Associate Dean in the timely delivery of SOW to the Head of Academic Services 	



Course Leader MA Acting, ALRA South (continued)

- To monitor feedback from evaluations and student council, analyse responses and monitor actions
- To support the campus team in the creation of enhancement activities and opportunities

Development

- To support the recruitment of students to the acting programmes
- To take part in Widening Participation activities
- To participate in Open Days and other profile-raising events
- Develop and maintain strong relationships with other key arts and education providers and potential partners, funders and sponsors
- To actively promote the academic and creative success of ALRA and its students to the industry, the education sector and the wider public
- To initiate personal research that links to the curriculum development and impacts positively on the currency of ALRA's training and education provision

Resources

- Oversee the day-to-day management of any teaching, office, production and performance spaces in use by ALRA
- To liaise with all external venues in line with the Head of Estates Resources and Production to develop touring and performance opportunities

Other

- Attend ALRA student productions, project presentations and public events
- Adhere to ALRA's published policies, in respect of all staff, students and visiting members of the public
- Carry out other duties as may reasonably be directed by the Associate Dean