



**Faculty of Creative and Cultural Industries**

**School of Media and Performing Arts**

**Senior Lecturer in Musical Theatre**

**ZZ602336**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £38,833 - £47,722 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

|  |  |  |
| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**Performing Arts at the University of Portsmouth**

Performing Arts is an important and developing part of the multidisciplinary School of Media and Performing Arts within the Faculty of Creative and Cultural Industries. For further information on the school see: <http://www.port.ac.uk/school-of-media-and-performing-arts/>

The academics within the Performing Arts team have a background in performance and research and contribute to the teaching of our BA (Hons) Drama and Performance and BA (Hons) Musical Theatre. These courses strike a balance between theoretical and practical approaches, specializing in musical theatre scholarship, new writing, contemporary performance, applied theatre and production skills. We equip students with skills that are applicable to a range of careers both within and beyond the creative industries. We currently have around 200 full-time undergraduate students and a growing number of postgraduate research students.

Our students come from a variety of different backgrounds but they are all energetic, enterprising and creative. We help them focus their energies to become practising critical thinkers and thinking critical practitioners. This means our graduates exhibit an enviable range of transferable skills that will serve them well in life after university. We have excellent student satisfaction ratings and post-university employment statistics.

Our teaching approaches range from traditional lectures and seminars to performance workshops and theatre devising sessions. We regularly welcome visiting experts to work with us. Some units of teaching are short and intensive while others offer a more sustained engagement. Practical group work is a core part of the curriculum alongside an individual engagement in research and writing. Research skills, enterprise and critical approaches are embedded in all of our teaching. Thus in the final year, all students produce a dissertation exploring a critical approach to a specific topic in addition to engaging in substantial practical and enterprise projects. Practice-as-Research is a core part of the second-year curriculum and helps inform final year work.

The staff team apply and develop their research and practice in their work. They contribute to the wider research culture of the school and faculty and offer a supportive and collegiate environment in which to develop research interests while contributing to the delivery, management and development of our curriculums. The team is currently developing further postgraduate provision and planning an entry to Unit of Assessment 35 in the forthcoming Research Excellence Framework.

Our brand new building, which adjoins Portsmouth’s splendid New Theatre Royal, houses a flexible 90-seat studio theatre, six first-class teaching studios, open-plan staff accommodation, a television studio and music practice facilities. Furthermore, the adjoining 725-seat Victorian auditorium with its new backstage facilities, mean new collaborative possibilities with the professional theatre are central to our developmental ambitions.

.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Lecturer |
| **Grade:** | 8 |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:**  **Location:** | Media and Performing Arts |
| **Position Reference No:** | ZZ602336 |
| **Cost Centre:** | 42200 |
| **Responsible to:** | Head of School of Media and Performing Arts |
| **Responsible for:** | NONE |
| **Effective date of job description:** | August 2017 |

|  |
| --- |
| **Purpose of Job:** |
| The role holder will be expected to contribute to the design, delivery, management and assessment of undergraduate and, as appropriate, postgraduate teaching in the School of Media and Performing Arts.  Working with other members of course teams in the School and Faculty, the role holder will be expected to contribute excellence in support for student learning and achievement, by providing subject knowledge of contemporary relevance, underpinned by strong academic skills, with additional skills and experience in pastoral guidance and student support.  In particular, the role holder will contribute to the consolidation of existing practical provision in musical directing or movement, writing new musical theatre, or production management. This provision will be informed by a scholarly and research-led engagement with the discipline in an international context. Playing an active part in establishing and consolidating the expansion of our current portfolio, the role holder will draw on established links with external creative organizations, and be able to create relationships with relevant funding bodies, stakeholders and agencies.  As part of the department’s readiness for REF2021, the role holder will also be developing individual and collaborative research projects at national/international level, engaging in high quality scholarship and/or developing knowledge services activities. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. As unit and/or course leader, to ensure the effective delivery of excellent student experience in teaching and learning.  2. To contribute breadth of specialist knowledge to the design of teaching material and its delivery either across a range of modules (as tutor and as unit co-ordinator) within the fields of Drama and Performance and Musical Theatre using appropriate HE teaching, learning support and assessment methods.  3. To contribute to the effective maintenance of current provision and to the development of new units and courses by identifying and developing new areas of curriculum provision at under- and post-graduate level, and offering specialisation required for possible supervision of doctoral students.  4. To maintain advanced knowledge of the relevant subject areas and to identify and implement appropriate innovations in teaching and learning.  5. To set, mark and assess work and examinations and provide effective feedback to students, within required timescales, and provide academic guidance and tutorial support as necessary to individuals and student groups.  6. To undertake course management and other educational administration (including recruitment and admissions work), to attend all academic management /team meetings as required and to work within the University’s policies and regulations. To identify and communicate relevant resource needed for curriculum delivery.  7. Extend, transform and apply subject and professional knowledge acquired from scholarship to teaching, research and appropriate external activities.  8. To develop research objectives, projects and proposals that will meet external criteria of excellence, to conduct individual or collaborative research projects in accordance with the School’s strategic aims and to publish/disseminate research effectively.  9. To contribute to the sustainability of research and/or knowledge services in the School by Identifying sources of funding and contributing to the process of securing funds.  10. To take an active lead by participating and developing external networks, for example, by contributing to student recruitment, securing student placements, promoting the School and the University, facilitating outreach work, securing external speakers/practitioners, generate income, obtain consultancy projects, or build relationships for future activities.  11. To work to the highest professional standards for managing working relations including advising and supporting colleagues with less HE experience, to work as a mentor to new colleagues if required, to act as a responsible team member, to develop productive working relationships with other members of staff and to collaborate with colleagues to identify and respond to students’ needs.  12. Balance the pressures of teaching, research and administrative demands and competing deadlines.  13. Any other duties or responsibilities as reasonably requested by the Head of School. |

|  |
| --- |
| **Working Relationships:** |
| Subject Leader  Course Team  Course Leader  School colleagues  Head of School |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | An externally recognised authority in one or more of the following specialist disciplinary areas: making new musical theatre; ‘acting the song’; movement and dance; musical theatre in a global context; production management, technical theatre, scenography and/or design using new technologies. | E | AF/S |
|  | In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. | E | AF/S |
|  | Significant HE teaching experience | E | AF |
|  | Ability to create new units/courses and introduce appropriate innovations in teaching and learning | E | AF/S |
|  | Knowledge of, and active participation in, external international networks that contribute to subject knowledge, student experience and enhance the reputation and development of the subject area | E | AF/S |
|  | Knowledge of the external national and international HE environment affecting subject/discipline, especially teaching/learning, research, enterprise and innovation. | E | AF/S |
|  | Knowledge of the University’s core strategies for Education, Knowledge Services and Research as well as the School/Faculty’s aims and objectives for these. | D | AF/S |
|  | Knowledge of arts funding and models of ‘learning theatres’ would be desirable. | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to work independently to design, manage, deliver and assess under-graduate and post-graduate teaching units.  Ability to support students effectively, both academically and pastorally. | E  E | AF/S  AF/S |
|  | Demonstrable commitment to supporting students to achieve through effective teaching, motivation and communication skills | E | AF/S |
|  | To work and communicate effectively as a team member and as a unit coordinator and project manager | E | AF/S |
|  | To be able to work as part of a PhD supervisory team | D | AF/S |
|  | Ability to motivate self and others in processes of course design, delivery and curriculum innovation | D | AF/S |
|  | Ability to accompany students on a piano/keyboard | D | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree in a relevant subject | E | AF |
|  | A postgraduate degree / PhD in a relevant subject area | D | AF |
|  | A teaching qualification suitable for HE level work, or willingness to work towards one in post | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | To operate according to professional standards for attendance and course delivery, effective time-management, balance of duties, sickness/absence notification and responsiveness to internal and external communications. | E | AF/S |
|  | A developing record of research / research-led practice. | D | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business  (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | ESTHER SONNET |
| **Date** | August 2017 |
| **Extension number** | 5174 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.