



## Job Description



<b>Job Title</b>	Head of Interdisciplinary Practice
<b>Department</b>	Guildhall School of Music & Drama – Drama Department
<b>Grade</b>	G
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Vice Principal and Director of Drama
<b>Responsible for</b>	A team of teaching staff including Course/Module Leaders, Core Tutors and visiting Artists

Guildhall School is a vibrant, international community of young musicians, actors, interdisciplinary and production artists in the heart of the City of London. Rated Gold in the Teaching Excellence Framework and ranked as the UK’s top conservatoire in the Guardian University Guide 2019 for Music, the School is a global leader of creative and professional practice which promotes innovation, experiment and research, with over 1,000 students in higher education, drawn from nearly 60 countries around the world. The School is also the UK’s leading provider of specialist arts training at the under 18 level with nearly 2,500 students in Guildhall Young Artists programmes.

Collaborative and Interdisciplinary work is a developing priority across the school. This new post would play a key role in managing relationships and developing and implementing strategy at a senior level.

Currently the school offers a range of extra-curricular projects inviting students from across disciplines to work collaboratively. In addition, the Performance and Creative Enterprise (PACE) degree is dedicated to engagement with a range of cross-art form projects. The programme prepares students for portfolio careers, with a strong focus on developing entrepreneurship alongside contemporary solo and collaborative practice. It is aimed at theatre makers, musicians and spoken word artists and develops critical skills in understanding the contexts and roles of the artist in the 21<sup>st</sup> century. The programme is run with a variety of industry partners including the Barbican.

### **Purpose of Post**

- To lead on the creation, management and delivery of the highest quality cross-art form practice.
- To be Programme Leader for the BA Performance and Creative Enterprise programme.
- To lead on the development and successful implementation of a new interdisciplinary Socially Engaged Arts Practice M.A programme.
- To work as part of the wider Drama department and School to embrace, explore and implement collaborative and cross art form opportunities e.g. Cross School Projects, Co-Lab initiatives, Culture Mile opportunities.
- To be part of the Senior Management Team to support the strategic management of the School, the Creative Alliance with the Barbican and enhance its reputation both nationally and internationally.

### **Main Duties & Responsibilities**

- To provide leadership and vision in communicating the BA Performance and Creative Enterprise and MA Programme mission and in motivating people to engage with them.
- To lead on forging dynamic industry relationships, ensuring the relevance of programme offerings and providing high level opportunities for students to work with industry professionals during their training.
- To be responsible for the efficient and effective management of the financial resources allocated to the BA Performance and Creative Enterprise and MA
- To provide artistic and educational leadership to the programmes maintaining high standards of teaching and driving change and innovation in response to a rapidly changing industry.
- To oversee programme delivery and public performance ensuring the student experience is inclusive, representative and accessible.
- To lead the student recruitment process for PACE and the new MA, ensuring that student numbers and profile met strategic and operational targets.
- To participate in the work of the Senior Management Team and School committees (e.g. Drama Programme Board, Academic Board, Awards Committee etc.) and School activities and, where appropriate, to represent the department and extend its influence throughout the school.
- Overseeing the development of the BA and new MA programmes including building profile, attracting staff, pursuing funding/ development opportunities, initiating dynamic national and international creative collaborations.
- To lead on developing partnerships, networks and advocacy for the programmes, representing the School with relevant external bodies.
- Ensuring that the highest standards are maintained in the recruitment, admission, training and assessment of students and to oversee the monitoring of progress, achievement and welfare of students throughout their period of study.
- Leading the public performance aspects of the programme including all curricular events and productions.
- Leading and supporting members of the PACE team in maintaining and enhancing expertise and reputation in their area of specialism, ensuring they have access to performance reviews, development opportunities, guidance and accurate information.

### **Quality Assurance**

- To lead on the monitoring and moderating of the aims, learning outcomes and assessment

of the BA and MA programmes in accordance with appropriate Higher Education benchmarking and quality assurance processes such as they continue to meet industry needs and best practice.

- To ensure that assessment criteria and marking schemes on all modules are clear and explicitly communicated to, and explored with, students through appropriate use of course handbooks etc.
- To lead on the monitoring of student performance on the programme, ensuring all students are provided with appropriate support.
- To oversee analysis and response to student feedback and external examiners reports ensuring that all such evaluation is managed effectively and used to enhance provision for current and future cohorts.

### **Academic Management**

- To lead in the recruitment, supervision and management of permanent and hourly paid staff and freelancers.
- To ensure appropriate support, development and training of staff to enable them to achieve their full potential and to ensure seamless delivery of service in the event of schedule clashes or staff absences.
- To oversee the scheduling of all academic timetables and activity across PACE and the proposed new MA in conjunction with the Production Arts and Drama Administration Team.

### **Teaching and Related Duties**

- To teach, supervise and assess students as necessary at all academic levels across the programme, as appropriate, to personal expertise ensuring that comprehensive feedback is provided to students on all assessed work.
- To actively maintain skills and knowledge of contemporary cross art form and socially engaged arts practice through relationships with industry contacts, regularly attending a broad range of work and by undertaking appropriate training where necessary.
- To be responsible for ensuring student training is compliant with Health and Safety legislation including the organization of relevant risk assessments, any consequent corrective action and liaison with other relevant departments.
- To be responsible for ensuring training is delivered in line with best practice guidelines for mental health and well-being of both staff and students.

### **Administration and Finance**

- To lead the programmes scholarship and awards processes, representing students' interests at the Awards Committee ensuring maximum possible funding and overseeing the allocation and distribution of student scholarships in conjunction with the Development and Administration departments.
- To lead the programmes on arrangements for Open Days, careers fairs and exhibitions.
- Working with colleagues across the Guildhall School, the Barbican Centre and the City of London to ensure effective and supportive cross-departmental working as appropriate.
- To ensure that all staff on the programme comply with the City of London Financial Regulations and properly monitor and report on budget out-turn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representatives of any significant budget variance in a timely manner and taking appropriate corrective actions.

**Other Duties**

- To carry out all other appropriate duties, as directed by the Vice Principal and Director of Drama.
- To conduct all activities taking account of the City of London's Equal Opportunities policy, ensuring that all contacts, students and staff are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity and to ensure that all students comply with the policy.
- To actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give regard to the health and safety of both themselves and others.

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<b>Department</b>	Drama
<b>Grade &amp; Level</b>	G
<b>Trent Position Number</b>	19C0023/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### Professional Qualifications / Relevant Education & Training

- Degree qualified or the ability to demonstrate an equivalent body of industry knowledge. (A,I)
- PGCE or equivalent teaching experience and/or Fellowship of the Higher Education Academy. (A,I)
- Significant understanding of the Higher Education landscape especially as it relates to creative enterprise and socially engaged arts practice. (A,I)
- Substantial knowledge of contemporary arts practice including in socially engaged contexts. (A,I)
- A wide-ranging knowledge and understanding of performing arts and of the key challenges around learning and teaching in the different art forms. (A,I)
- Excellent knowledge of widening participation, equality and diversity. (A,I)
- Extensive knowledge of academic, curriculum design/planning and course development. (A,I)
- In-depth up to date knowledge of the teaching environment in HE and ability to continuously update this and lead developments in teaching. (A,I)
- Working knowledge of regulatory requirements, guidelines and policies relating to all aspects of quality assurance of the Interdisciplinary Performance & Creative Enterprise learning programme. (A,I)
- Extensive knowledge of national and international work in Higher Education relating to the field of Performing Arts (Drama, Music, Dance, Technical Theatre). (A,I)
- Substantial understanding of programme leadership and strategic development of new programmes to postgraduate level within an HE Setting and interdisciplinary contexts. (A,I)

### Essential Experience

Significant experience of innovative curriculum design and development at both undergraduate and postgraduate levels, in line with appropriate validation processes and QAA benchmarks. (A,I)

- Substantial experience of teaching interdisciplinary practice in HE (performing arts or conservatoire settings) and across a range of Performance Arts programmes at different

levels, including undergraduate and postgraduate and convey ideas to students from a wide variety of backgrounds. (A,I)

- An accomplished arts practitioner or producer with a significant standing in the profession and well developed industry networks both nationally and internationally. (A,I)
- Significant experience of reviewing, developing and implementing long-term and short-term Interdisciplinary Arts programme strategies that support student learning, the development of new/revised modules and improvements in teaching. (A,I)
- Significant experience of quality assurance with the ability to track and monitor student progress content of teaching and Learning and assessment strategies through QAA Framework for Higher Education Qualifications, Codes of Practice and relevant Subject and Qualification Benchmarks (A,I)
- Proven ability to inspire, encourage, empathise and motivate students and staff both individually and within a team context exercising patience and a high level of emotional intelligence. (A,I)
- Proven ability to anticipate, negotiate and solve complex problems requiring operational knowledge of creative enterprise and contemporary arts practice. (A,I)
- Highly developed written communication skills with the ability to write and develop teaching materials and course documentation, draft and present complex subject-specific reports and papers to Academic Boards and Committees and create academic policies and strategies for the BA interdisciplinary Arts programme. (A,I)
- Exceptional oral communication skills with the ability to deliver lectures to students and to disseminate complex information to a wide variety of audiences to include, Drama and Academic Boards, academic staff and external stakeholders using appropriate media and methods to promote understanding of the Interdisciplinary nature of the BA Performing Arts work. (A,I)
- Extensive knowledge of Microsoft Office with excellent word processing skills to include: MS Word, MS Excel, MS Outlook and MS Power Point (A)
- Significant experience of developing Recruitment strategies, processes and techniques for both staff and a range of different students, including international, at both undergraduate and postgraduate. (A,I)
- Extensive experience of developing Marketing educational programmes and implementing communications and event activities to support student recruitment. (A,I)
- Extensive experience of managing large teams of teaching staff providing strong leadership through times of change, challenge and opportunity. (A,I)
- Ability to develop Strong networks in the contemporary arts industry with external educational/academic bodies and participate in subject-specific research seminars, conferences and colloquia. (A,I)
- Ability to keep abreast of and lead of developments in contemporary arts and teaching. (A,I)
- A persuasive communicator, able to lead and build teams effectively, with sensitivity, flair and imagination. (A,I)
- A high level of financial acumen with experience of managing budgets. (A,I)

### **Professional attributes**

- Self-motivated with an entrepreneurial and professional approach. (A,I)
- Excellent time management skills. (A,I)
- Excellent interpersonal skills with a strong ability to broker effective and mutually beneficial relationships with all departments at a senior level. (A,I)
- Meticulous attention to details. (A,I)

- Able to use initiative and make decision. (A,I)
- Significant experience of implementing and improving systems. (A,I)
- Significant experience of performing to a high professional level. (A,I)
- Demonstrates strong student-centric approach to ways of working and commitment to high quality standards (A,I)

### **Recruitment – Note to Applicants**

*The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*

## Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### Salary

The salary range for this job is £56,720 - £64,770 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### Contract

The position is offered on a permanent basis

### Hours of Work

Normal hours of work are 9.30am – 5.30pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.



If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Three months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.