



JOB DESCRIPTION



Job Title	Acting Tutor
Department	Guildhall School of Music & Drama – Drama Department
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Head of Acting Practice
Responsible for	N/A

Background

Guildhall School is a vibrant, international community of musicians, actors 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 Guardian University Guide 2021, the School is a global leader of creative and professional practice which promotes innovation, experimentation 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 under18 level with nearly 2,500 students in Guildhall Young Artists programmes.

Innovative in structure and approach, our BA Acting programme is constantly evolving to meet the demands of the 21st century, while maintaining a deep commitment to craft training. We believe in the power of the ensemble, with individual actors working in a co-ordinated and complimentary way. We aim to develop actors who are tenacious and versatile, able to move with confidence between stage, screen, digital and audio platforms and classical, contemporary and experimental repertoire.

Purpose of Post

- The role holder will be responsible for devising and delivering acting teaching, learning and associated projects on the BA Acting programme.
- The role will play an integral new part in the learning experience offered to students within the BA Acting programme, ensuring that students have access to industry standard practice and opportunity.
- Depending on their particular specialisms they will assist the Head of Acting and Head of Acting Practice in developing and evaluating the pedagogic effectiveness of the Screen, Self-Led Practice, Industry Practice and Acting Practice curriculum and assessment to ensure that students receive the highest possible levels of tuition, guidance and support. They will ensure the work is technically well-grounded, industry-relevant and in context of the rapidly evolving sector.

Main Duties & Responsibilities

1. To devise, deliver and oversee progressive, industry standard curriculum and projects in acting.
2. To ensure that acting projects are set within a clear, integrated and supportive framework for student progression and development.
3. Contribute to student assessment and feedback processes and meetings.
4. Ensure that all teaching and assessment conform to agreed standards, academic regulations and quality assurance procedures
5. To embrace and support the School's ethos and culture, especially with regard to inclusive practice.
6. To work collaboratively with other staff to ensure key strategic goals are embraced and achieved.
7. To contribute to the auditioning and admissions process.
8. To contribute to the School's activities through attendance at internal and external events, boards and committees.
9. To participate in staff training and professional development activities as required/ agreed.
13. 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 due regard to the health and safety of both themselves and others when carrying out their duties.
14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested.

PERSON SPECIFICATION	
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Please find below the key skills, experience and core behaviours required to undertake this post.

Essential

- Current industry experience of working with actors and/ or acting professionally. (A) (I)
- Experience of teaching acting. (A) (I)
- A thorough and up to date knowledge of contemporary theatre and screen work(A) (I)
- Knowledge and experience of a wide range of acting practices and repertoire. (A) (I)
- A current and representative industry network of practitioners and artists. (A) (I)
- A specialism in at least one of the following areas: new writing, screen, self-led practice.
- Proven experience of creating inclusive, representative and safe working spaces. (A) (I)

Desirable

- Evidence of continuing professional development. (A) (I)
- Qualification in a relevant subject. (A)
- Ability to work collaboratively as part of a team. (A) (I)
- Exceptional communication skills both orally and in writing. (A) (I)
- Effective time management and organisational skills. (A)
- Proven ability to motivate and inspire others to attain the highest levels of achievement. (A) (I)
- Ability to prioritise and manage own workload. (A)
- Ability to be logical and able to apply an innovative approach to problem solving. (A) (I)
- Self-motivated (A) (I)
- Efficient, organised and able to meet deadlines. (A)
- Ability to develop and sustain positive and authentic relationships with staff and students. (A) (I)
- Good IT skills. (A)

Other Relevant Information e.g., working hours (if applicable)

Able to work flexible hours including evenings.

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



Job title: Acting Tutors

Department: Guildhall School of Music & Drama

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 £36,060 - £40,750 including Inner London Weighting per annum. 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.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a permanent basis.

Hours of Work

Normal office hours are 9.00-18.00 (dependent on teaching schedule and whether term or non-term time. Some evening work required). 60 minutes unpaid lunch.

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 a minimum entitlement of 28 days annual holiday pro rata, plus Bank Holidays. 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 if you have a contract of employment for more than 3 months. 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

One full academic term in writing 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.