

Job Description

Job Title: Reflective Practice Tutor (Hourly Paid)

Department: Guildhall School of Music & Drama – Acting Department

Grade: Hourly Paid – Professor 1

Location: Guildhall School of Music & Drama

Responsible to: Programme Leader

Responsible for: Students

Purpose of Post

The role holder will be responsible for delivering Reflective and Reflexive Practice work and work across all three years within the remit of the Drama Department.

The role holder will play an integral role in the learning experience offered to students within the department, ensuring that the teaching allows students to meet the learning aims and objectives of the relevant modules.

They will assist the Programme Leader and other tutors in Reflective/Reflexive Practice to evaluate and develop the pedagogic effectiveness of the curriculum and the associated assessment regimes. They will implement any developments to ensure that students receive the highest possible levels of tuition, guidance and support in this area and that tuition is technically well grounded, relevant, inspiring and responds to the needs of the acting profession, whilst observing the highest standards of health and safety.

Main Duties & Responsibilities

1. To be responsible for formal scheduled teaching, tutorials and coaching.
2. Monitor the progress and achievement of students throughout their period of study. Report lateness and absence through the prescribed procedures and raising any causes of concern to the Interim Programme Leader for further action where appropriate.
3. Embrace and support the Schools ethos and culture of learning, especially with regard to ensemble training and innovative practice.
4. Assess students wherever applicable in accordance with the regulations relating to the programme of study, in accordance with the principles of assessment set out by the School and good practice within the HE sector.
5. Utilise specialist knowledge in the area of Reflective Practice and Acting training and contribute to programme and curriculum development where appropriate.
6. Contribute to the maintenance of quality and standards across the Acting Department.

8. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post; at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
9. 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.
10. Undertake any other duties that may be reasonably requested, appropriate to the grade.



Person Specification

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Please find below the key skills, experience and core behaviours required to undertake this post. Evaluation of the will take place at application (A), interview (I) or by means of a test (T)

Technical Skills / Professional Qualifications / Relevant Education & Training

Essential

- HCPC registered (Health and Care Professions Council) (A)
- Qualification in a relevant subject (A)
- A sound knowledge and understanding of the work of a range of practices and methodologies for reflective/reflexive practice (A,I)
- Confident with IT and methods of online teaching delivery, such as MS Teams and Zoom (A,I)
- Ability to work flexible hours, including evenings (A)
- Ability to work collaboratively as part of a team (I)
- Exceptional communication skills (A,I)
- Effective time management and organisational skills (I)
- Proven ability to motivate and inspire students to attain the highest levels of achievement (A,I)
- Self-motivated, with a calm and professional approach (A,I)
- Efficient, organised & able to meet deadlines (A,I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A,I)

Desirable

- Higher degree or teaching qualification in a relevant subject
- Professional qualification in relevant subject

Experience Required

Essential

- Experience of teaching subject area, preferably in a conservatoire or accredited drama school (A)

- An understanding and appreciation of theatre and the wider acting profession (A,I)
- Experience of rehearsal space dynamics. (A,I)

Desirable

- Evidence of continuing professional development
- Experience of training/working with actors at a professional level
- Knowledge of a range of theorists and practitioners to enhance teaching and performance

Recruitment – Note to Applicants

These key skills and core behaviours 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 each of these on the application form on 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.