



Job Description

Job Title: Head of Interdisciplinary Practice

Department: Drama Department

Grade: G

Location: Guildhall School of Music & Drama

Responsible to: Vice Principal & Director of Drama

Responsible for: Teaching and delivery staff, including visiting tutors and artists, and freelance practitioners.

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

- To lead on and advocate for the creation, management and delivery of the highest quality cross-artform practice.
- To be Festival Director of the School's annual Making It Festival, a celebration of new work made by Guildhall students.
- With the Director of Enterprise, to Co-Lead the Making It programme – a rolling programme of extra-curricular artistic development opportunities and events for students and alumni.
- To be Module Leader of the Self-Led Practice strand within the BA (Hons) Acting programme.
- To lead, manage and develop the annual Cross School Project, ensuring that the project is structurally and pedagogically robust, embedded and collaborative.
- To develop and successfully implement new interdisciplinary, socially engaged, collaborative undergraduate and postgraduate programmes and pathways.

Main Duties & Responsibilities

1. Manage the Self-Led Practice module within the BA (Hons) Acting programme, ensuring compliance with all relevant academic frameworks and maintaining the module's high standard of delivery.
2. Forge dynamic industry relationships, ensuring the continued relevance of the Self-Led Practice module, and providing high level opportunities for students to work with industry professionals during their training.
3. Provide leadership and vision in developing new, progressive, socially-engaged

undergraduate and postgraduate programmes and pathways, including financial modelling, curriculum design, market research and consideration of wider organisational strategic priorities.

4. Lead the annual Making It Festival as Festival Director. This includes curating the programme; overseeing the budget and expenditure; liaising with relevant Programme Leaders and operations colleagues across the School; managing the Festival producing team; overseeing all Festival marketing, press and audience evaluation in collaboration with the Marketing Department; working with the Development Team to create and attend associated development events and being a vocal and present champion of the Festival across the School.
5. With the Director of Enterprise, co-lead the School's Making It Programme, a rolling programme of artistic development events and opportunities for students and alumni.
6. Lead and develop the annual Cross School Project. This includes working with relevant colleagues to set the project brief and structure, leading the briefing session and managing the team of staff tasked with delivering the project.
7. Chair the cross-School Interdisciplinary Working Group, ensuring that the School continues to meet its objectives in developing interdisciplinary provision and delivering effective and timely reporting to all relevant stakeholders.
8. Proactively identify further opportunities for Cross School activity as applicable.
9. Participate in the work of the Drama Department Heads of Department, School committees (e.g. Drama Programme Board, DEI Committee, Education Strategy Committee, Academic Board etc.) and School activities and, where appropriate, represent the Department and extend its influence throughout the school.
10. Lead on developing internal and external partnerships, networks and advocacy for relevant programmes and projects, representing the School with appropriate external bodies.
11. Oversee programme and project delivery and public performance ensuring the student experience is inclusive, representative and accessible.

Quality Assurance

12. Lead on the monitoring and moderating of the aims, learning outcomes and assessment of the Self-Led Practice module in accordance with appropriate Higher Education benchmarking and quality assurance processes as they continue to meet industry needs and best practice.
13. Ensure that assessment criteria and marking schemes on the module are clear and explicitly communicated to, and explored with, students through appropriate use of course handbooks etc.

Teaching, Research and Related Duties

14. Teach, supervise and assess students as necessary at all academic levels, and ensure that comprehensive feedback is provided to students on all assessed work.
15. Support students from across the BA (Hons) Acting programme as required, including leading Tutorial Groups and providing pastoral and pedagogical support to individual students.
16. Develop a relevant research portfolio and contribute to Research related activities within the Department and across the School.
17. Act as Departmental Safeguarding Lead for the Drama Department, ensuring that all Departmental Safeguarding issues are communicated to the Head of Safeguarding sensitively and efficiently.



18. Actively maintain skills and knowledge of contemporary cross-artform and socially-engaged arts practice through relationships with industry contacts, regularly attending a broad range of work and by undertaking appropriate training where necessary.
19. Ensure training is delivered in line with best practice guidelines for mental health and well-being of both staff and students.

Other duties

20. To carry out all other appropriate duties, as directed by the Vice Principal and Director of Drama.
21. 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.
22. 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.
23. To undertake any other duties that may reasonably be requested appropriate to the grade
24. [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title: Head of Interdisciplinary Practice

Department: Drama

Grade: G

Trent Position number: 19C0023/001

DBS Criterion:

No DBS

Security Vetting Criterion:

No security vetting is required

Politically Restricted Post Criterion:

This post is *not* politically restricted

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

1. Degree qualified or the ability to demonstrate an equivalent body of industry knowledge. (A,I)
2. PGCE or equivalent teaching experience and/or Fellowship of the Higher Education Academy. (A,I)
3. Significant understanding of the Higher Education landscape especially as it relates to creative enterprise and socially engaged arts practice. (A,I)
4. Substantial knowledge of contemporary arts practice including in socially engaged contexts. (A,I)
5. 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)
6. Excellent knowledge of widening participation, equality and diversity. (A,I)
7. Extensive knowledge of academic, curriculum design/planning and course development. (A,I)
8. 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)
9. 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)
10. Extensive knowledge of national and international work in Higher Education relating to the field of Performing Arts (Drama, Music, Dance, Technical Theatre). (A,I)
11. Substantial understanding of programme leadership and strategic development of new programmes to postgraduate level within an HE Setting and interdisciplinary contexts. (A,I)

Experience Required

1. 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)

2. 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)
3. An accomplished arts practitioner or producer with a significant standing in the profession and well-developed industry networks both nationally and internationally. (A,I)
4. 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)
5. 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)
6. 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)
7. Proven ability to anticipate, negotiate and solve complex problems requiring operational knowledge of creative enterprise and contemporary arts practice. (A,I)
8. 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)
9. 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)
10. Extensive knowledge of Microsoft Office with excellent word processing skills to include: MS Word, MS Excel, MS Outlook and MS Power Point (A)
11. 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 levels. (A,I)
12. Extensive experience of developing marketing educational programmes and implementing communications and event activities to support student recruitment. (A,I)
13. Extensive experience of managing large teams of teaching staff providing strong leadership through times of change, challenge and opportunity. (A,I)
14. 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)
15. Ability to keep abreast of and lead developments in contemporary arts and teaching. (A,I)
16. A persuasive communicator, able to lead and build teams effectively, with sensitivity, flair and imagination. (A,I)
17. A high level of financial acumen with experience of managing budgets. (A,I)

Professional attributes

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



- 21. Meticulous attention to details. (A,I)
- 22. Able to use initiative and make decisions. (A,I)
- 23. Significant experience of implementing and improving systems. (A,I)
- 24. Significant experience of performing to a high professional level. (A,I)
- 25. 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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

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.

Contract

The position is offered on a fixed-term basis to cover paternity leave.

Salary

The salary range for this job is £68,300 – £73,600 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

Hours of Work

Normal hours of work are 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.

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.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme



The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

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.