

JOB PROFILE	
Company:	Italia Conti
Department:	Contextual Practice
Role:	Contextual Practice Tutor
Reporting to:	Head of Contextual Practice (Musical Theatre and Dance)
Direct reports:	None
Location:	Woking
Salary Band:	Hourly Paid

ROLE SUMMARY
<p>Contextual Practice Tutors work as part of a teaching team delivering the Contextual Practice provision at Italia Conti across our degree and diploma programmes in Musical Theatre at our Woking site.</p> <p>Reporting into the Head of Department for the discipline, postholders ensure the curricula are delivered as written, and contribute to their ongoing development.</p> <p>Sessional (hourly paid) Tutors typically work no more than 2 days-per-week and are primarily deployed in teaching delivery and assessment activities, including marking, reporting and moderating student work in line with Higher Education and Further Education practices.</p>

KEY ACTIVITIES
<ul style="list-style-type: none"> • Delivering the Contextual Practice modules and associated Schemes of Work in accordance with the requirements of the appropriate degree/diploma programmes and modules of study at Levels 4-6 (Higher Education) and Level 6 (Diploma), as well as contributing to their continued development. • Maintaining currency in the discipline and ensuring the contemporaneity of the provision to ensure a high standard of delivery in order to meet an expectation that graduates emerge and enter the profession as critically-engaged practitioners, in addition to being well-rounded thinkers. • Proactively monitoring student progression and discussing any issues with the Head of Department and/or relevant Head of School or Head of Year as appropriate. • Providing advice, knowledge and assistance within the organization in order to ensure an outstanding and unrivalled Contextual Practice provision. • In consultation with the relevant Head of Department and Module Leaders, undertaking assessment tasks designed to support students to achieve the learning outcomes specific to the module or unit. • Assessing students within the scope and breadth of assessment tasks and activities, including but not limited to presentations, participation in group seminars, essays, research proposals and reflective writing on creative processes. • Supplying marks and feedback to the Module Leader and Head of Department as necessary.

- Compiling and collating assessment mark sheets and feedback reports in reflection of students’ assessments as and when required, including the use of virtual learning environments (eg. Moodle), Microsoft Teams (Sharepoint), etc.
- Participating in relevant meetings when required.
- Taking responsibility for own development activity in teaching, practice and safeguarding/welfare.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • Educated to (or in the process of gaining) Masters Level (Level 7) in the performing arts or related discipline. • Teaching qualification or referenced specialist experience. • Evidence of Continuing Professional Development (CPD) 	<ul style="list-style-type: none"> • Educated to (or in the process of gaining) PhD level (Level 8) in the performing arts or related discipline. • Higher Education teaching recognition (Learning and Teaching Pedagogy) eg. AdvanceHE Fellowship (as Associate (AFHEA) or Fellowship (FHEA) categories)
Knowledge/Skills	<ul style="list-style-type: none"> • A solid academic background and broad cultural knowledge of musical theatre canons across the 20th and 21st centuries, alongside a conversance with literary, performance and creative (PaR), and critical theories. • Excellent communication skills and an open and collaborative style. • Knowledge of expectations, trends and demands of learning, teaching and assessment within Higher Education and Further Education. • Knowledge of assessment points (including formative and summative assessments). • Personal integrity and high standards for self and others. 	<ul style="list-style-type: none"> • Knowledge of the curriculum and course structures for degrees (Higher Education validators and the ‘B Conditions’ of the Office for Students) and diplomas (Level 6 on the Regulated Qualifications Framework), including professional accrediting bodies (eg. Trinity College London).

	<ul style="list-style-type: none"> • Understanding of equality, diversity and inclusion within higher education and conservatoire training. 	
Experience	<ul style="list-style-type: none"> • Previous demonstrable experience of teaching and assessing in the subject areas of Contextual Practice (Musical Theatre) in a performing arts conservatoire context. • Previous demonstrable commitment to student success with evidence of effective approaches to learning, teaching and assessment within HE and FE contexts. • Experience of undertaking administrative duties commensurate with teaching within HE and FE contexts. 	
<p><i>The above duties will inevitably change as the work of Italia Conti develops. The post-holder should therefore expect periodic variations to this job description. This job description may also be supplemented on a regular basis by individual objectives derived from Italia Conti's strategies.</i></p> <p><i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected. There will be an occasional need to undertake business travel between other Italia Conti sites within London and across the UK.</i></p> <p><i>There is an expectation that all employees will maintain the values of the Italia Conti and will comply with its code of conduct as well as equality and diversity, health and safety and safeguarding policies.</i></p>		