

JOB PROFILE	
Company:	Italia Conti
Department:	Contextual Practice
Role:	Head of Contextual Practice (School of Acting)
Reporting to:	Course Leader BA Acting & CertHE Acting
Direct reports:	Sessional Tutors
Location:	Woking
Salary Band:	Band C

ROLE SUMMARY
Working across all of Italia Conti's Acting courses, the Head of Contextual Practice (School of Acting) is responsible for the quality, standards and creative direction for Contextual Practice within the Acting curriculum in collaboration with Course Leaders and Deputy Course Leaders. Heads of Department have lead responsibility for managing the team of sessional and salaried teachers within their discipline, for working closely with the Course Leaders, Deputy Course Leaders and other Heads of Department to facilitate the support and quality of teaching, intervention and content material delivered, and for supporting the students throughout their study. The role requires the postholder to lead on the development of the provision and the quality of teaching and assessment across the organisation, within their discipline. In addition, Heads of Department will typically take on Head of Year duties as designated by the Course Leadership team.

KEY ACTIVITIES
• Acting as the lead ambassador for Contextual Practice both within the organisation for the Acting courses and externally, working to raise standards through quality exercises and internal development measures. • Liaising with Course Leaders to ensure the provision of Contextual Practice is appropriate and effectively delivered within each course, and good practice upheld Italia Conti-wide. • Line-managing sessional and salaried tutors and leading on the recruitment, induction and development of teachers in Contextual Practice. Representing these specialist tutors and having oversight of their workload, ensuring an appropriate and consistent range of teaching skill is deployed, as required, to courses. • Ensuring that the coverage of teaching and learning required by modules/units is being met by specialist teachers and that student progression is tracked from entry to graduation in the area of Contextual Practice. • Assisting with the observations of specialist teachers and conducting the necessary quality processes to ensure a high standard of delivery in Contextual Practice across the institution. • Designing, or supporting the design of, schemes of work that can be threaded throughout the student journey as a 3-4 year training plan to be able to meet an expectation of being able to deliver on exceptional academic targets by graduation.

- Designing, populating and overseeing the virtual learning environments used within Italia Conti including Moodle and Microsoft Teams Student Learning Areas for contextual practice delivery.
- Working as part of a team to track student progression within Contextual Practice throughout the learning journey, using a development plan.
- Providing advice, knowledge and assistance within the organisation in relation to Contextual Practice.
- Completing reports when required for the development of academic skills within courses and year groups, applicable to the students' development relative to Contextual Practice.
- Delivering teaching in accordance with the requirements of the appropriate courses.
- Delivering marking and moderation/standardisation as required in accordance with the requirements of the appropriate courses, and overseeing the completion of marking by other tutors across the Academy, ensuring deadlines are communicated and met.
- Undertaking the role of Head of Year for an allocated group of students and engaging in weekly meetings to support the students in their studies. In this capacity, maintaining contact with all students including providing information on student support access, information, and scheduling regular tutorials, managing the Support to Study (Fitness to Train) procedures and organising and attending additional meetings and tutorials where there may be welfare concerns.
- Taking on responsibility for module leadership as designated by the relevant Course Leader and overseeing full-time/sessional staff with Module Leadership responsibility within the discipline.
- In consultation with the relevant Course Leaders, undertaking assessment tasks designed to support students to achieve the learning outcomes specific to the module or unit.
- Assessing students in reflection of their own taught classes and assessment tasks and activities.
- Collating and providing assessment feedback sheets and reports in reflection of students' own assessments as and when required.
- Participating in relevant meetings when required.
- Co-ordinating and writing student feedback and delivering to the Course Coordinator as necessary.
- Contributing to all documentation required through, inspection validation or accreditation processes.
- Keeping abreast of current movements in specific areas and ensuring the relevance and contemporaneity of the provision.
- Engaging and supporting in staff development activity in teaching, practice and safeguarding/welfare.

• Participating in alumni engagement initiatives and taking an active role in monitoring the destinations of leavers. • Contributing to recruitment, selection and admission processes as necessary, including audition panels.
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QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED		
	Essential	Desirable
Qualifications/Education	• Educated to MA level or above in the performing arts or related discipline. • Teaching qualification or referenced specialist experience. • Evidence of continuing professional development.	• Education/training within a conservatoire-style model
Knowledge/Skills	• Extensive knowledge of current professional practice in the teaching of Contextual Practice at a specialist performing arts institution. • A solid academic background and broad cultural range incorporating a conversance with the literary, theatrical and musical theatre canon and critical theory. • Excellent influencing and communication skills and an open and collaborative style. • Knowledge of teaching and learning strategies. • Knowledge of assessment points. • Personal integrity and high standards for self and others. • Knowledge of the curriculum and course structures for degrees and diplomas, the National Qualification, and the professional accrediting bodies.	• Knowledge of creative writing, or dramaturgical practices.

	• Understanding of the requirements of the QAA Quality Code • Understanding of equality legislation	
Experience	• Previous demonstrable experience of teaching Contextual Studies/Practice in a performing arts context. • Experience of postgraduate-level teaching on qualitative research for Italia Conti's MA programmes. • Previous demonstrable commitment to student success and individual development with evidence of the successful delivery of new and innovative approaches to methods of teaching and learning. • Experience of undertaking administrative duties and of leading a team of freelance creatives and teachers in an HE/FE context. • Experience of delivering or participating in widening participation activities and outreach events.	• Experience of supporting the development of new writing, and/or the development of ideas to theatrical realisation.
<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> <i>The post involves commitment to working outside the normal hours and a willingness to work flexibly is expected.</i> <i>As some students studying on the Diploma courses are aged between 16 and 18, an enhanced DBS check, including the Children's Barred List, and Italia Conti's standard pre-employment checks is a prerequisite of appointment to the post.</i> <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>		

