

Post Details		Last Updated: 18/06/2015	
Faculty/Administrative/Service Department:	FAHS/Guildford School of Acting		
Job Title:	Teaching Fellow A		
Job Family & Job Level	Research and Teaching	4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
<b>Job Summary and Purpose</b> To have significant input to the teaching at undergraduate and postgraduate level.  To participate in appropriate level of Faculty/Department management and administration.  Duties may be carried out with the guidance of a mentor, if required.			
<b>Main Responsibilities and Activities</b>			
<b>Teaching delivery and development:</b>  Assist in developing teaching methods, materials and technologies to enhance the student learning experience.  Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes.  Plan, deliver and critically review a range of teaching and assessment activities including lectures.  Assist in the development of innovative and relevant teaching, learning and assessment techniques.  Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism.  Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.  Continually update subject knowledge and understanding and apply advances to programme development.  Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.  <b>Student pastoral care</b>  Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.  Act as personal tutor and give first line support before referring students on to appropriate services.  <b>Management and administration</b>  Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department.  Grow personal involvement with academic, professional or clinical networks in the discipline.			
<b>Person Specification</b>  Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate: <ul style="list-style-type: none"> <li>Evidence of teaching and presentational skills or the potential to acquire these.</li> </ul>			

- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

#### Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

#### Special Requirements

The post holder is expected to work outside normal office hours as necessary.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's Equal Opportunities Policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

### Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title: Teaching Fellow A – Acting/Musical Theatre

### Background Information/Relationships

The Guildford School of Acting (GSA) has been a leading conservatoire since 1935 and merged formally with the University in 2012. GSA is a part of the School of Arts within the Faculty of Arts and Social Sciences at the University of Surrey. The School has benefited from recent investment in the University's arts portfolio (Ivy Arts Centre, a £4.5m redevelopment, opened in 2011; GSA and related programmes operate from a bespoke set of rehearsal rooms and studios; the School was recently awarded £0.5m to enhance its digital media provision). Our facilities are extensive and well suited to our range of creative and performing arts activities. The School's infrastructures include the Arts Operations team, managing a wide range of events, many public-facing; and the Production and Technical Support Unit, providing classroom, rehearsal and production support for a wide array of activities. Research Centres include the Digital World Research Centre, the International Guitar Research Centre and the Institute of Sound Recording.

You will have specialist skills in preparing acting and musical theatre students for the contemporary performing arts industry. Skills in teaching industry practice (including the requirements made of actors and musical theatre performers in diverse media contexts) and contextual studies will be highly valued, along with experience in directing workshops and productions. Workload allocations, including academic management roles within the School, are determined on an annual basis and may alter or rotate. It is anticipated that you will make a significant contribution to the new BA Actor Musician programme opening in 2015/16. You will also be required to teach on the MA Creative Practices and Direction (Musical Theatre Creation pathway); and work with colleagues and students on the MA Acting, MA Musical Theatre, BA Acting and BA Musical Theatre programmes. You will hold specialist skills in the teaching of acting to musical theatre students in a wide range of genres and will also be a confident director of projects and workshops in live theatre and recorded media. You will have proven experience within a conservatoire environment and will retain strong links to industry practice.

You will contribute to programme development in these areas, and more widely across the School of Arts portfolio. You will work alongside colleagues in GSA and may also contribute to other programmes within the School of Arts, including Dance, Digital Arts, Film, Music and Sound Recording as appropriate. You will contribute to academic management within the School of Arts, and provide relevant perspectives on learning & teaching practices and contemporary fields of performance/production and scholarship.

### Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
An honours degree or appropriate equivalent professional qualifications or be working towards a higher degree or equivalent higher professional qualification as appropriate	E
Willingness to take responsibility and work independently	E
Ability to work collegially and collaboratively	E
Have substantial experience of teaching Theatre Practices, context and directing at Conservatoire level.	E
Have experience of supervision and marking undergraduate written and presentation work	D
Have experience of taking on administrative roles related to HE teaching	D
Special Requirements	Essential/ Desirable
The post holder is expected to work outside normal office hours as necessary.	

### Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. Co-ordinate undergraduate and postgraduate modules in Acting/Musical theatre
2. Lead workshops, classes, seminars and presentations in Acting/Musical theatre at undergraduate and/or postgraduate level.
3. Supervise undergraduate dissertations/final projects in Acting/Musical theatre and lead assessment strategies and processes.
4. Contribute to the general administration and recruitment activities of the School's Acting/Musical theatre modules and programmes.
5. Contribute to pastoral care of undergraduates and/or postgraduates

N.B. The above list is not exhaustive.