Job Description

Role:	**Film and Media Lecturer, SAE Leamington Spa**
Business Division:	**SAE Institute UK**
Responsible to:	**Regional Operations Manager, SAE UK**

1. Organisation Background

Established in 1976, SAE spans the globe with over 50 campuses in 23 countries and delivers world-class. education to over 12,000 students in state-of-the-art creative facilities.

Our students come from diverse social, cultural, educational, and artistic backgrounds, with different. personalities and experiences. We embrace these differences and allow each and every student to develop their own individual style and apply it to the industry skills taught at SAE. Our goal is to prepare our students for a realistic work environment making the course, facilities, lecturers as well as the atmosphere as close to the industry working environment as possible.

2. Overview and Objectives of the Position

The primary objectives of a lecturer at SAE are to inspire students to engage proactively in their own learning and to develop as both industry practitioners and employable professionals, sharing timely and relevant feedback with them on their progress.

Lecturers provide the relevant link for students between knowledge and current industry practice, fostering a culture of questioning, reflection, and evaluation. Through technological, pedagogical, and content knowledge, lecturers facilitate learning through a variety of methods to make learning as relevant as possible to the subject, industry needs and for all students in mixed ability groups.

The lecturer will primarily teach on modules relating to their subject and champion extracurricular activities in these areas. From time to time, they will also be expected to teach across disciplines (e.g., Music Business, common modules). All lecturers may be required at times to teach across their subject specific areas and in some cases, to upskill to achieve this.

3. Key relationships

- Students
- Programme Leader
- Other Lecturers, Student Support Officers, Recruitment, and Campus Support Technicians
- Campus Manager and Operations Manager
- Wider Campuses and Regional teams
- Local industry network

4. **Key accountabilities**

Academic
- Prepare the modules to facilitate, including developing and updating learning objects to be shared with students and providing an engaging learning resource in the virtual learning environment.
- Facilitate the students' achievement of the module Learning Outcomes through varied teaching methods including technical and theory classes.
- Timely mark student's assessments to provide useful and timely feedback to students on their projects and development throughout the academic year.
- Engage in recruitment and outreach events through the year.

Networking and Experience
- Ensure that collaborative relationships are developed within the campus and relevant teams across the UK, working and exchanging information with academic colleagues, marketing, recruitment, and other colleagues to share best practice.
- Pro-active involvement in campus recruitment and student events/ activities which promote the department, SAE and our programmes.
- Network and industry links.

Other
- Always work and act in accordance with SAE's values, adhering to all policies and procedures.
- Undertake any other duties as required commensurate with experience and seniority.
- Promote and ensure safe working practices and team well-being.
- Demonstrate and promote professional and ethical behaviour and appearance at all times.
- Work cooperatively and flexibly with the team and wider regional team to support periods of absence, workload peaks and troughs as required and undertaking other duties and tasks as required.

Key Performance Indicators

- Evidence of:
- Improved student metrics, i.e., attendance, satisfaction, progression, retention, and achievement.
- Engagement in development of learning objects and diverse methods of teaching.
- Timely provision of marks and feedback.
- Pro-active involvement in events which promote SAE and our programmes.
- Evidence of engagement with network and industry links.
- Harmonious and proactive relationship with all key stakeholders.
- Colleague feedback of working flexibly as a supportive and productive member of the team.
- Maintenance of a safe, professional, clean, and productive working environment, with all health and safety activities completed diligently and in line with timescales.
- A safe, professional, clean, and productive working environment.
- Satisfactory adherence to all compliance and regulatory requirements within agreed timeframes.
- All duties are carried out and completed within agreed timeframes and as directed.
- Represents the campus at all times in a professional manner that enhances the image and reputation for the team, campus and SAE brand in general.

ANIMATION   AUDIO   FILM   GAMES   MEDIA   MUSIC BUSINESS   WEB & MOBILE

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5. **Selection Criteria**

Essential

- Masters' degree in a related disciplinary, or Hons degree and a PG Cert HE/ HEA Membership, or significant industry experience, with demonstrable evidence of or willingness to complete appropriate professional development.
- Teaching experience, including the creation of session plans and preparation of materials.
- An understanding of relevant cultural and industry practices relating to the creative media industry.
- Demonstrated student-centric approach and orientation.
- Ability to prioritise and manage competing demands.
- Proficient in use of technology, databases, and office software, i.e., Microsoft Office/ Google, and data management systems.
- Full working rights for the UK. This role is fully based on Campus.

Desirable

- Ability to create and build on industry links.
- Experience in project-based learning, flipped classroom and or other similar contemporary forms of facilitating learning.
- Experience in using technology in learning, including Virtual Learning Environments.
- Ability or willingness to support teaching across other disciplines (including common modules and modules from other SAE programmes e.g., Audio, Games, Music Business etc.).

Person Specification

- A motivating, enthusiastic and professional personality which delivers a positive experience for staff and students and inspire trust and confidence.
- Excellent written and verbal communication skills, able to present ideas and information tailored to engage students.
- Works well within a team, motivating and supporting others, embracing collaborative working and achieving results both individually and as part of a team.
- Ability to work in and foster a harmonious working environment.
- Professional appearance and demeanour, personable, confident, friendly, and approachable.
- Flexible and adaptable to work as required to meet the needs of prospective students and the team.
- Resilience: able to organise and prioritise responsibilities, time-manage appropriately, work under pressure and deliver to deadlines.
- Good organisational skills, creative, adaptable, resilient, and able to work under pressure to organise, prioritise and meet deadlines.
- Enthusiastic, energetic, and self-motivated.
- Demonstrates personal integrity and honesty at all times.
- Above all, is reliable, tolerant, and determined; an empathic communicator, able to see things from the other person's point of view; and importantly be able to get on with others and be a team-player.