

JOB DESCRIPTION

Job Title:	Lecturer - Editing
Reports to:	Head of Editing
Line manages:	N/A
Contract:	Permanent, Full time
Salary:	£32,000pa
Start Date:	As soon as possible
Last Updated:	July 2018

Job Summary

The primary responsibilities of the Lecturer are to plan, teach and assess, provide student learning support, contribute to curriculum development and review as a member of the teaching team for the programme(s) to meet defined learning objectives.

Main Responsibilities

Teaching & Learning Support

- Plan, prepare and teach students in line with the validated course and module specifications, using a range of modes of delivery and methods to meet learning objectives and outcomes.
- Undertake continuous formative assessment of student progress and performance.
- Participate in summative assessment of students' work.
- Proactively contribute to curriculum development, programme review and validation of programmes.
- Involvement in student induction programmes.
- Undertake teaching, and/or research supervision in other programmes or collaborative learning activities when required.
- Stay abreast of developments in the area of specialism, including honing skills for teaching, supervision and interaction with students to foster learning and creative thinking.
- Contribute to and participate in internal and external quality and other regulatory reviews.

Professional Practice & Research

- Maintain strong professional practice in his/her field.
- Undertake and/or participate in research and scholarship, individually and/or in collaboration, contributing to specialist subject knowledge and for learning and teaching, and strategic objectives of the LFS, as appropriate.

Administration

- Undertake academic administration duties such as timetable/lesson planning, attendance taking, internal and external reporting, project management, when required.
- Plan and manage students' annual/periodic performances, exhibitions or screenings relevant to the programme.
- Attend programme related meetings and examination boards meetings as and when required.
- Attend staff meetings / learning activities as and when required.
- Undertake teaching related administrative matters.

Student Personal Tutoring

- Act as mentor for students and provide pastoral care and support in learning and to deal with issues and concerns of students, as a first line support.
- Refer students to the appropriate channel or Head of Department/Head of Studies should the need arise.

Student Recruitment

- Participate, when required, as a member of the student recruitment team for the programme and the LFS
- Review applications and interview applicants as and when required by Admissions staff in line with the LFS Admissions Policy.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and aims of the LFS;
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations.
- Encourage team working and effective communication with colleagues.
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times.
- Comply with LFS financial policies and practices as applicable.
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

	Essential (E) Desirable (D)
Skills, experience and knowledge	
Appropriate teaching experience (ideally at least 5 years) at the tertiary level in the relevant academic area.	E
Specialist knowledge in the relevant subject area.	E
Good working knowledge of arts education at tertiary level including curriculum development, design, teaching, learning methodologies, and assessment of learning outcomes.	E
Good understanding of conducting individual and/or joint research projects.	D
Familiar with e-learning for programme delivery.	D
Proficient in MS Office suites.	E
Knowledge of relevant software applications for teaching & learning.	E
Industry experience and professional practice relevant to the programme.	E
Experience of working for a not-for-profit/higher education organisation.	D
Qualifications	
Postgraduate qualification, or equivalent in a relevant discipline, or at least 5 years professional practice.	E
Teacher Training qualification.	D
Personal attributes	
Ability to engage students through a range of delivery modes and supervision.	E
Excellent interpersonal skills and willingness to provide support to students	E
Strong commitment to the development of artistic practice.	E
Good pastoral care skills in relating to issues concerning students	D
A positive attitude to research, and preferably a personal research profile, as well as the ability to supervise a research project.	E
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to find pragmatic solutions, seek improvements, and adapt	E
Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Positive “can do” attitude and willingness to support others where needed	E
Ability to multi-task and work in a fast-paced environment	E
Flexible and helpful attitude	E
High level of written and oral communication skills	E
Ability to identify and progress work priorities	E
Strong organisational and analytical skills	E
Ability to work as a team member, including being flexible and supportive of other team members	E



Ability to work positively, imaginatively and proactively to meet challenges and achieve results	E
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The LFS is an Equal Opportunities Employer

ABOUT THE SCHOOL

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The school is consistently rated as one of the top international film schools.

We are recognised by Creative Skillset as a Centre of Excellence Film Academy.

Currently located in Covent Garden, LFS is the oldest film school in the UK. Deeply connected to local and international screen industries, we have alumni spanning the globe, and working in every part of the film industry. Our students and alumni have won every major award in the screen industries, and we continue to foster and nurture the next generation of filmmakers. During 2016, films created at the school had around 200 festival entries, winning over 30 prizes. The list spanned Cannes, Venice, Tribeca, Clermont-Ferrand International Film Festival, The BFI London Film Festival, Edinburgh, Encounters, Oscars, and Sundance.

With around 220 full-time students, from over 30 countries, we are a dynamic hub for high-quality filmmaking activity, preparing creative storytellers for the world’s screen industries. We offer 3 full-time MA programmes, a PhD Film by Practice, and a full calendar of short courses.

The School is committed to collaborative practice-based learning and produces up to 180 films every year. The result is a dynamic and intensive film environment which creates global networks for life. Every role within LFS plays a key part in shaping future creative professionals, impacting on the future of the global creative industries.

The School recently turned 60, and with a planned move to a new home, LFS is on the verge of a new chapter in its history. It’s an exciting time to join us.

London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Gisli Snaer as its Director.