

## Job Description

<b>Job Title</b>	Lecturer in Filmmaking and Creative Technologies (Production) 0.6
<b>Salary Scale</b>	LIPA Lecturer Scale (SCP 30 – SCP 36)
<b>Responsible To</b>	Head of Filmmaking and Creative Technologies
<b>Responsible For</b>	N/A
<b>Number in Post</b>	1
<b>Date Drafted</b>	July 2025

### Job Purpose

To contribute, as required by the Head of Filmmaking and Creative Technologies, to the range of services provided by the Department.

### Major Tasks

1. To teach students enrolled on a range of courses as assigned by the Head of Discipline.
2. To manage courses or parts of courses as required.
3. To assess students by formal or informal methods required by external examining bodies and internal procedures.
4. To contribute to curriculum innovation, development and implementation.
5. To assist in the implementation of pastoral and welfare systems provided for students.
6. To continue personal and professional development in the areas of both subject knowledge and teaching methods.

## Job Activities

### Major Task 1: Teaching

1. To teach a range of students and groups including tutorial work, placement support, as well as classroom teaching.
2. To undertake organisational and administrative duties associated with the teaching responsibilities of the post.
3. To supervise practical activities, workshops, fieldwork and work placements as appropriate.
4. To prepare learning resources appropriate to student needs and level.
5. To provide students with feedback and guidance to support their learning and enhance their knowledge of progress within the constraints of assessment confidentiality.
6. To work effectively with other teaching, administrative and managerial staff in ensuring a high quality of learning experience for our students.

### Major Task 2: Management of Courses

1. To promote equality of opportunity for all students on programmes of study within the department/Institute.
2. To play an active role in the promotion of the subject area/Institute which may involve liaison with agencies or other educational providers and attendance at open days/evenings or publicity events.
3. To lead other staff assigned to teaching duties on courses for which the post holder has been assigned responsibility.
4. To maintain accurate and up to date records (registers, timetables etc.) as required by the Head of Discipline.
5. To prepare written reports for the Head of Discipline, relevant funding bodies and other agencies when required.

### Major Task 3: Assessment

1. To prepare assignments and assignment materials as required.
2. To take part in assessment tasks including providing marks, grades and giving written or verbal assessments as required.
3. To attend Module and Programme Assessment Boards as required.

#### **Major Task 4: Curriculum Innovation**

1. To participate in curriculum reviews, innovation and change in response to Institute or external needs or demands.
2. To contribute to curriculum development.
3. To implement curriculum change resulting from innovation and development.
4. To liaise with external organisations associated with education and training in the Performing Arts.
5. To develop course materials.

#### **Major Task 5: Pastoral and Welfare**

1. To act as professional development tutor for a group of students, undertaking student welfare, academic and non-academic counselling as appropriate.
2. To prepare and submit student reports to internal and external authorities detailing their progress, attainment, personal qualities, interests, potential, discipline, etc.
3. To identify students in need of support and advise accordingly.

#### **Major Task 6: Common Duties**

1. To participate in staff reviews and training programmes as required.
2. To always carry out duties with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.
3. To undertake other duties from time to time that as deemed necessary and relevant by your line manager, and which are within the remit and scope of your grade.

#### **Notes:**

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside of this description will only be made after consultation with the aim of reaching agreement with the person concerned and will be recorded on the individual's job description.

**Location:**

Whilst the job is located on our main site, the post holder may occasionally be required to work on different duties or other jobs within their competence in their present or any other location as may be deemed appropriate. In all cases, regard will be paid to the qualifications, experience, current duties and responsibilities, and personal circumstances of the post holder.

**Hours:**

Lecturers are expected to work such hours as are reasonably necessary for the proper performance of their duties. Contractually, formal scheduled teaching hours will not normally exceed 550 over the course of the teaching year (pro rata for fractional appointments), excluding assessment, induction and tutorials.

## Person Specification – Lecturer in Filmmaking and Creative Technologies (Production) 0.6

		To be identified by:
<b>Education and Qualifications:</b>		
A degree or an equivalent professional qualification	Essential	Application Form /Certificates
A professional qualification or higher-level qualification	Desirable	Application Form /Certificates
A recognised HE teaching qualification or fellowship of the HEA	Desirable	Application Form /Certificates
<b>Experience/Knowledge:</b>		
Teaching in higher education or similar training provision including experience of informal and formal assessment/ feedback practices and module leadership	Essential	Application Form/ Interview
Familiarity with the UK HE landscape, HE pedagogy, assessment strategies, and QA procedures	Desirable	Application Form/ Interview
Knowledge of current developments in vocational, graduate and postgraduate training	Desirable	Interview
Experience of supporting students both academically and pastorally	Desirable	Interview
<b>Skills and Ability:</b>		
Strong written/verbal communication skills	Essential	Interview/ Presentation
Strong professional/industry networks and relationships	Essential	Interview
Ability to design and deliver practical projects/modules	Essential	Interview
Enthusiasm, vision and initiative – along with the ability to work well and positively under pressure.	Essential	Interview/ Presentation

<b>Key Skills:</b>		
NLE editing experience (Premiere/Resolve/Avid)	Essential	Application Form/ Interview
Camera, Lighting and Cinematography experience	Essential	Application Form/ Interview
Multi Camera and Single Camera experience	Essential	Application Form/ Interview
Audio Recording/Mixing and Audio Post-Production	Essential	Application Form/ Interview
Early Pre Production experience, e.g. commissioning & pitching	Desirable	Application Form/ Interview
Pre-production, e.g. scheduling, budgeting, location scouting	Desirable	Application Form/ Interview
Production reporting	Desirable	Application Form/ Interview
Project Management experience	Desirable	Application Form/ Interview
<b>Commitment:</b>		
Willingness to work flexibly, to travel when necessary and undertake appropriate training. Managers one says– To work with enthusiasm and flexibility	Essential	Interview
To LIPA's Equality, Diversity and Inclusion policies and practice	Essential	Interview
To the provision of a high level of service to students and staff	Essential	Interview