



## **JOB DESCRIPTION**

<b>Job Title:</b>	Head of Studies & MAF Course Leader
<b>Reports to:</b>	LFS Director
<b>Line Manages:</b>	Course Leaders for MAS, MAIFB, LFS Open
<b>Contract:</b>	Permanent, Full time
<b>Salary:</b>	£58,000 per annum
<b>Start Date:</b>	As soon as possible
<b>Last Updated:</b>	July 2018

### **Job Summary**

The post-holder has a dual role at London Film School (LFS), as Course Leader for the MA in Filmmaking (MAF) alongside overarching responsibility for academic matters as Head of Studies. As part of the LFS Management Team, they play an important part in implementing the strategic vision of the School.

### Head of Studies

As Head of Studies, the post-holder works closely with the Director to lead the curriculum, teaching team and academic matters at LFS. The post-holder will play an important role in providing academic leadership to LFS, continuously monitoring and enhancing our provision and the student experience and performance, providing leadership in the development of new programmes, and engaging our students with the fast-changing screen industries landscape. With a large team reporting to the role, covering Filmmaking, Screenwriting, International Film Business and our LFS Open Programme, the post-holder is an experienced people manager able to lead, support and develop their team.

### Course Leader MAF

As Course Leader, the post-holder leads and manages the MAF programme and its staff with the aim to continuously improve the delivery and standards of the programme and student outcomes. They work with the Director to implement agreed strategies for the programme, and its operational plans, monitor the modules and the programme as a whole, and lead academic staff on assessment, course monitoring, review, design, and delivery. The Course Leader is an active practitioner and scholar in their specialist field who actively contributes to our teaching and learning strategy. They undertake research supervision in their subject specialism, manage resources allocated to the programme efficiently, and establish a professional network to further the reputation of LFS.

## Main Responsibilities

### Management and Leadership

- Day-to-day management and oversight of LFS' MA/PhD degree programmes, and LFS Open;
- Continuously monitor and review LFS' provision;
- Ensure courses offered by LFS hold their value at the point of qualification and over time in line with sector recognised standards;
- Initiate and support curriculum reviews and development;
- Ensure that academic standards across admissions, delivery and assessment are maintained and enhanced and act as a point of contact for staff support in those areas;
- Ensure assessment is carried out with rigour and integrity;
- Ensure the integrity of any elements of the admissions process that involve academic staff;
- Promote collaboration and cooperation within and between departments;
- Liaise and manage the relationship with External Examiners;
- Actively contribute to the preparation and running of Assessment Boards;
- Ensure accurate and timely record keeping, reporting and proper processing of any student and administrative matters across the department;
- Work closely with the Director to lead the development of additional degree courses;
- Provide positive and proactive leadership and set an appropriate example through own behaviour;
- Manage and supervise teaching staff, including appraisals and development opportunities, to enable them to fulfil their potential and perform their duties effectively;
- Lead and/or actively contribute to committees as per the LFS committee structure;
- Ensure effective and timely response and decision-making across academic staff;
- Act as the first point of contact and support for academic staff on matters pertaining to admissions, assessment, course delivery and monitoring, and student welfare;
- Monitor staffing needs and lead on recruitment of academic staff;
- Work with the Academic Registrar on internal and external regulatory matters, reviews, and audits, including the review and development of policies and processes, and quality assurance;
- Support direct reports to manage their budgets to agreed financial outcomes;
- Liaise and engage with key academic staff at LFS' partner universities;
- Take an active role in ensuring the welfare of students and the support provided to students, including the Personal Tutor system;
- Be an active member of the Management Team and work in a collaborative and collegial manner within the team and the School as a whole;
- Be accountable for the effective implementation of relevant LFS policies;
- Represent LFS at educational/industry events at global locations, champion the LFS brand and actively participate in student recruitment and engagement;
- Attend and actively participate in programme related meetings and examination boards meetings.

### Teaching & Learning Support (not scheduled full time)

- 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;

- Involvement in student induction programmes;
- 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;
- Undertake teaching related administrative matters.

**Professional Practice & Research**

- Maintain strong professional practice in relevant fields;
- Undertake and/or participate in research and scholarship, contributing to specialist subject knowledge, and for learning and teaching as appropriate.

**General responsibilities applicable to all LFS staff**

- Understand and support the vision, mission and values 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**

<b>Skills, experience and knowledge</b>	<b>Essential (E) Desirable (D)</b>
Extensive demonstrable teaching experience in the practice-based arts at tertiary level (i.e. including curriculum development, maintaining academic standards, design, teaching, learning methodologies, and assessment of learning outcomes)	E
Understanding of the local and global screen industries, and current issues and trends	E
Experience of teaching at a film school or practice-based institution	E
Experience of developing screen-based curricula	E
Wide-ranging experience in course/programme management and the supervision and development of teaching staff	E
Significant specialist and practical knowledge of Filmmaking programmes and subjects whether it be through industry experience and/or professional practice	E
Substantial knowledge and extensive experience of academic framework and Higher Education regulations in arts institutions, including quality assurance	E
Evidence of a commitment to/track record of undertaking research	E

Knowledge of contextualising academic programme contents and curriculum development to fulfil requirements of validation, accreditation and for programme enhancement.	E
Familiar with e-learning for programme delivery and proficient in MS Office suites	E
Knowledge of relevant software applications for teaching & learning	E
Experience of working for a not-for-profit organisation	D
Experience of managing and mentoring staff through curricula and institutional change	D
An understanding of the wider creative, cultural and digital landscape, and the opportunities for emerging filmmakers	D
Research profile in screen studies, or practice-based learning	D
Good working knowledge and understanding of conducting individual and/or joint research projects	D
Experience as External Examiner at established tertiary institution	D
<b>Qualifications</b>	
Postgraduate qualification, preferably at PhD level, in a relevant discipline	E
Teacher Training qualification	D
Academic credentials in screen studies or cultural studies	D
<b>Personal attributes</b>	
Strategic thinker, able to plan and implement decisions	E
Ability to motivate staff members and students	E
Significant experience of people management and overseeing a large team, to provide operational direction and strategic leadership	E
Ability to engage students through a range of delivery modes and supervision	E
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	E
A positive attitude to research and 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
Supportive team member, who is flexible and has a helpful attitude	E
Ability to identify and progress work priorities	E
Strong organisational and analytical skills	E
Ability to work positively, imaginatively and proactively to meet challenges and achieve results	E
Willingness to travel globally to promote the School	E



## 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 2017, films created at the school had over 200 festival entries, screening films globally. 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 three 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 over 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.