

## **JOB DESCRIPTION**

**Job Title:** Lecturer in Sound Production for Film  
**Department:** Sound  
**Reports To:** Head of Sound  
**Contract:** Permanent/ Part Time 0.6 (3 days a week)  
**Last Updated:** August 25

### **Job Summary**

The primary responsibilities of the Lecturer are to plan and deliver teaching in filmmaking, with a focus on sound production and recording for film. This includes leading workshops, delivering both theoretical and practical teaching and carrying out formative and summative assessments on practical filmmaking exercises and accompanying academic assignments. The lecturer will support student learning and pastoral care, contribute to the sound curriculum and help meet the defined learning objectives of the wider MA programme.

### **Main Responsibilities**

#### Teaching & Learning Support

- Plan, prepare and deliver teaching 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 formative assessments of student progress and performance.
- Participate in summative assessment of student work.
- Contribute proactively to curriculum feedback, development and improvement
- Support student induction programmes and technical training.
- Teach on other programmes or collaborative learning activities when required.
- Stay up to date with developments in sound recording and production, including honing skills for teaching, supervision, mentoring and interaction with students to foster learning and creative development.
- Contribute to technical discussions and help advise the technical team and HOD in terms of developing and expanding requirements for teaching and production sound equipment, including Sound recording, microphones, cables and accessories.

#### Academic Administration

- Undertake academic administration tasks including lesson planning, attendance taking.
- Attend programme related meetings
- Attend staff meetings and learning activities as and when required.
- Manage teaching related administration, including updating the VLE and Microsoft Teams.

#### Professional Practice & Research

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

### Student Personal Tutoring

- Act as mentor for students and providing pastoral care and first line learning support.
- Refer students to the appropriate channels when further assistance is required.

### 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 values of LFS;
- Ensure Diversity and Inclusion is at the forefront of your thinking when undertaking your responsibilities at 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;
- Commit to and undertake continuous personal and professional development;
- 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**

- Specialist teaching experience at BA or MA level in the relevant academic area (Sound Recording and Production)
- Specialist knowledge and professional experience in the relevant subject area.
- Comprehensive understanding and experience of generalist film education at BA and MA level including, practical teaching, learning methodologies, and assessment of learning outcomes.
- Good evidence of continuing professional practice in sound recording in the film industry (both Drama and Doc).
- Familiar with e-learning VLE for programme delivery.
- Proficient in MS Office suites.
- Extensive industry experience and professional practice relevant to the programme with extensive credits on film productions as PSM 1st AS on both Dramas and Docs.
- Experience of working within a higher education organisation or Film School .
- Excellent technical knowledge of current professionally used microphones, digital sound recorders and cables and accessories for recording sound for film
- Graduate or Postgraduate qualification, preferably at diploma, BA or MA level, ideally with additional equivalent experience in a relevant discipline, with several years professional practice in the relevant academic area.
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- Ability to engage and teach students through a wide range of delivery modes and supervision.
- Able to remain calm and diplomatic whilst working under pressure;
- Excellent interpersonal skills and willingness to provide support to students
- Strong commitment to student development around creative practice and storytelling.
- Good pastoral care skills in relating to issues concerning students
- A positive attitude to research or continuing professional practice, and a strong personal research profile or film experience profile.
- Excellent interpersonal skills with proven ability to work collaboratively with other staff to work as a team member, including being flexible and supportive of others
- Able to find pragmatic solutions to problems, seek improvements, and adapt to challenges
- Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail
- Ability to multi-task and work in a fast-paced environment
- Strong commitment to supporting equality, diversity and inclusion
- Ability to identify and progress work priorities Strong organisational and skills
- Ability to work positively, imaginatively and proactively to meet challenges and achieve results

## **LFS is an Equal Opportunities Employer**

Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

## **Expectations of all staff**

Professional standards

All staff employed by LFS are expected to exhibit high professional standards which promote and demonstrate the School's core values of Creativity, Collaboration, Community, Quality and Professional Practice.

#### Equal Opportunities

All staff are expected to understand and enact the School's commitment to ensuring equity, equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

#### Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The School is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

#### Health and safety

The arrangements for meeting the School's health and safety objectives are contained in the LFS Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the School. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

#### Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the School as a whole. In particular working to provide a positive student experience and achieving excellence in all the School's activities.

#### Our commitment

We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background.

To fully embed effective equity, equality, diversity and inclusive practices, we are working towards removing all barriers that staff, applicants and students may experience from underrepresented groups.

Please be assured that we will protect your privacy and the information provided on the monitoring form. No information is shared if there is a risk of identification.

#### Benefits

As a member of staff at LFS, you receive more than just your basic salary there are other significant contributions to your financial security in the form of your benefits package:

Annual Leave	In addition to the statutory bank holidays, all full-time employees are entitled to 30 working days per annual leave year (01 September to 31 August). This entitlement is pro-rated for part-time staff.
Pension	Subject to the rules for auto-enrolment, after 3 months' employment you will be auto-enrolled into the People's Pension Scheme, which includes a matched contribution of up to 4% of salary.

Staff Development	LFS has an appraisal scheme in place that aims to provide a focussed, evaluative review of employee performance against agreed objectives. The appraisal process is used as an opportunity for individuals to discuss training and development needs with their line manager. We also operate a Professional Development Leave (PDL) scheme, whereby staff can request up to 6 days leave per term to pursue learning & development activities linked with their work, to enhance their professional skills.
Cycle to work scheme & City Bike Hire	If you like to cycle to work, you are in luck. We operate the Cycle to Work salary sacrifice scheme which makes it easier to afford your new set of wheels. You can also obtain a discount on membership of City Bike Hire schemes.
Your Wellbeing	We provide free access to our Employee Assistance Programme, which will give you access to confidential counselling, advice and online support, designed to help maintain your work/ life balance. This includes advice on mental wellbeing, lifestyle, family support and money issues.
Staff Loan	Upon completion of the applicable probation period staff are eligible for an interest free staff loan.
Family friendly leave	To support families and working parents, we have a suite of family-friendly policies offering enhanced rates of pay during maternity, co-parental/paternity, adoption and shared parental leave, in addition to statutory unpaid parental & dependents leave.
Discounted gift cards	You can purchase gift cards at a discount of up to 15%, enabling you to save money on a wide range of goods and services, from clothing and DIY to restaurants, travel agents and theatre tickets.

### How to apply

If you would like to make an application for this role, please send your application and monitoring form to: [recruitment@lfs.org.uk](mailto:recruitment@lfs.org.uk) by 9am 14<sup>th</sup> October 2025.

We aim to shortlist all applications within 2 weeks of the advert closing date. If you do not hear from us within this time, please assume that your application has been unsuccessful.

### Appointment process

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK [either in the form of your passport/British Residency Card or other documentation following a UK Visa and Immigration process]. If you are successful in your application, we would like you to join us as soon as possible although we appreciate this will be subject to your contractual notice period. Please note that we currently do not reimburse travel expenses.

