

JOB DESCRIPTION

Job Title: Year 1 Lead, MA Film Making

Department: MA Film Making

Reports To: Course Leader, MA Film Making

Contract: Permanent, Full Time

About us

We are a world leading London-based film school and registered charity, dedicated to developing the next generation of filmmakers and screen industry professionals. Through industry-focused training we support creative talent and widen access to careers in film and television.

Job Summary

The Year Lead is responsible for the leadership, design, delivery and academic quality of Year 1 within the 2-year MA Filmmaking programme; and for ensuring that the modules and corresponding film exercises are clearly organised; and that coherent progression takes place through the year. The role ensures that the curriculum is delivered in accordance with the validated course documentation, London Film School regulations, and best practice. The role requires you to bring together intensive practical training and critical and reflective study – thus maintaining the School’s long-standing reputation for rigorous, practice-based filmmaking education.

Leading a programme that attracts a culturally diverse and ambitious international cohort requires an approach that is inclusive, industry-engaged and academically sound. The role supports students’ creative and professional development during the course - which has a distinguished global profile in developing filmmakers.

You will support students in moving from the role of consumer to maker, ensuring that this creative development is underpinned by wide-ranging engagement within a rich culture of screenings, discussion and critical exchange

The Year Lead works with Heads of Department, visiting tutors and industry contributors, the corresponding second Year Lead, and full complement of staff, in the close-knit conservatoire environment within the School. They report directly to the Course Leader.

Main Responsibilities

- Oversight of the first-year curriculum, delivered on a termly basis, with a focus on induction, skills development, discipline awareness, and cohort formation.
- Shared pastoral responsibility with the Heads of Department and the Year Two Lead, with particular focus on student transition into practical filmmaking at MA level postgraduate study, and adaptation to the UK.
- Design, management and delivery of career skills and current industry practice seminars.
- Provide leadership, people management and direction to the Directing department alongside the Head of Department for Directing and the Course Leader.

Academic Leadership and Curriculum Oversight

- Provide academic leadership for the year of study, ensuring curriculum coherence and rigour, and alignment with validation, learning outcomes and course strategy.
- Oversee the design, delivery, and continuous enhancement of a curriculum that balances practical filmmaking, professional preparation, and critical engagement.
- Ensure the effective translation of course philosophy into teaching practice across departments and specialist disciplines.

Teaching Schedule, Staffing & Resources

- Lead the preparation, planning and implementation of the annual teaching schedule, and deliver it on a termly basis.
- Work with the Course Leader to manage budgeting, staffing and resource planning, including the selection and management of visiting tutors.
- Line-manage and coordinate Heads of Department for the relevant year, ensuring consistency, quality, and equity across the teaching provision.
- Ensure diversity, inclusion, and representation within teaching staff and visiting lecturers.

Quality Assurance & Assessment

- Maintain high academic standards, including oversight of assessment design, marking and moderation.
- Undertake second marking of written academic work.
- Contribute to the admissions processes through the entire cycle – from course marketing to triage, selection and interview of new students, alongside the corresponding Second Year Lead and the Course Leader.

Student Support & Pastoral Care

- Provide academic guidance and pastoral support to students throughout the year, working collaboratively with Heads of Department and the other Year Lead.
- Support students from a wide range of cultural, educational, and professional backgrounds, drawn from over 50 nations.
- Set and communicate clear expectations for professional conduct, student conduct, teaching quality, and collaborative practice.

Collaboration

- Work collaboratively with the corresponding Second Year Lead to ensure continuity and coherence across the programme
- Contribute to programme level planning, evaluation, and development, reporting to the Course Leader on progress, challenges, and outcomes
- Support recruitment, outreach, and promotional activities, representing the course and school ethos, history, and global standing.

Person Specification

- Proven experience in curriculum design/academic planning/mentoring within an industry, training or higher education context.
- Strong leadership and people management skills.
- Experience of budgeting and resource planning.
- Excellent organisational skills, including complex scheduling and coordination across departments.
- Commitment to student support.
- Excellent communication skills, with the ability to set and maintain expectations for staff and students

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.

How to apply

Apply here: [Year One Lead](#)

If you would like to make an application for this role, please send your CV, supporting statement outlining how your skills, knowledge and experience meet the requirements of the role, plus the completed [equalities form](#) by **9am on Thursday 21st May 2026**.

A formal offer will be made to the successful applicant, subject to satisfactory references and evidence of your eligibility to work in the UK.

About London Film School

London Film School is the oldest film school in the UK. For nearly 70 years, LFS has been the place for emerging creative talent to hone their craft, find their voice and engage directly with the vibrant UK screen industries. The School offers five full-time MA programmes including Filmmaking, Screenwriting, International Film, Business, Film Producing, & Film Marketing and a full calendar of short courses.

LFS is a world leading conservatoire for filmmakers from around the world. Based in London's Covent Garden, the School's alumni include veterans (Mike Leigh, Michael Mann, Tak Fujimoto, Ann Hui) and famous younger



filmmakers including Daina Pusic, Oliver Hermanus, Babak Jalali, and the creator of End of the F**king World, Jonathan Entwistle.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning - the School makes over 180 films every year. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students and in 2024 was named by The Hollywood Reporter as one of the top global film schools. LFS welcomes a student cohort from every corner of the globe, LFS has always been a cultural hub where fresh voices, experiences and perspectives rub shoulders with tradition and history. A global network, once built, lasts a professional lifetime.

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

Expectations of all staff

Our people are at the heart of what we do at London Film School. Our organisational values define what LFS stands for and what we believe in. They guide our purpose and direction and set the tone for a positive workplace culture.

Our six values are:

- Innovation & Excellence
- Inclusivity & Respect
- Feedback & Collaboration
- Empathy, Accountability & Integrity
- Safe & Inclusive Spaces
- Kindness

Our commitment

LFS is an Equal Opportunities Employer. We are committed to diversity and inclusion and welcome applications from all individuals regardless of personal characteristic(s) or background. We are a member of the Government's Disability Confident scheme as a 'Disability Confident – Committed' employer.

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.

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.

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.

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.
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 leave 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 Loans	Upon completion of the applicable probation period staff are eligible for an interest free financial loan, or to purchase a season ticket.
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 paid time off for staff undergoing fertility treatment and staff supporting a partner undergoing fertility treatment. The School also adheres to statutory entitlements to unpaid parental, carer's & dependents leave.
Discounted gym membership	You can register to be an Associate Member of the London School of Economics Students' Union with your LFS email address, giving you discounted access to the gym, cafes and social spaces, on the same basis as LSE staff and students (nominal charges apply where applicable).
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.

