

JOB DESCRIPTION

Job Title:	Lecturer - Editing
Reports to:	Head of Editing
Line manages:	N/A
Contract:	Permanent, Full time
Salary:	£36,353.10 - £38,223.15pa
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.



ABOUT THE SCHOOL

London Film School (LFS) is the oldest film school in the UK. For more than 65 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 three full-time MA programmes, a PhD. Film by Practice, and a full calendar of short courses.

The School is celebrated for its commitment to film, innovation and creative freedom, and its reputation for teaching excellence and practical learning. In 2022 London Film School was awarded World-Leading Specialist Provider status by the Office for Students. 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.

The School is committed to collaborative practice-based learning and produces over 180 films every year, creating a dynamic and intensive film environment. LFS nurture and respect the imagination of students, allowing them to experiment, challenge conventions and explore new modes of storytelling, and to find new ways to connect with audiences.

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.

Please refer to LFS Privacy Policies (<http://ifs.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 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 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 role holders are entitled to 30 working days per annual leave year [01 September to 31 August].
Pension	Upon completion of the applicable probation period staff are enrolled into the People's Pension Scheme which includes matched giving 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.
Cycle to work scheme	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.
Your Wellbeing	We provide access to our Employee Assistance Programme which will give you access to confidential counselling and an online support service 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.

How to apply



To apply, please download an Equalities Monitoring form from our website www.ifs.org.uk/jobs and return it with a copy of your current CV, plus a supporting statement outlining your suitability for the role and explaining how your skills, knowledge and experience meet the criteria within the person specification, to recruitment@ifs.org.uk by **9am on Friday 2 August 2024**.

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

After applications have been assessed against the criteria, we will interview all shortlisted candidates.

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.