

JOB DESCRIPTION

<u>POSITION</u>	Learning Development Manager
<u>REPORTS TO</u>	Head of Studies
<u>HOURS</u>	Full-time
<u>MANAGES</u>	Administrative Assistant (p/t HE support); Study Skills Specialist Tutors

Job Purpose

To deliver teaching on the Contextual Studies Modules and to support student learning on the undergraduate courses, and manage the learning resources provision in relation to the curriculum. To contribute towards the management and implementation of quality assurance systems for Central's Higher Education courses: Foundation and BA (Hons) Degrees in Professional Dance and Performance, and MA Choreography.

Key Accountabilities

Study Skills and Dance Studies Teaching

1. To teach (alongside the Head of Studies) study skills and/or dance studies as part of the Undergraduate Contextual Modules.
2. To work with students to develop study skills, critical skills and research skills.
2. Provide support to overseas and Direct Entry students, students who do not speak English as a first language, and students with Specific Learning Differences (SpLDs).
3. To contribute to the development of the contextual studies provision, and to take responsibility for allocated marking and learning experience evaluation.
4. To assist students in the use of digital learning resources, the library system, and with locating and using research materials for a range of assignment formats.

Quality Assurance and Dance Research

5. To work (alongside the Head of Studies and Director of Higher Education) to support and develop quality assurance processes associated with the undergraduate and postgraduate degrees.
6. To coordinate administration for Academic Board meetings.
7. To manage student engagement, including the facilitation of the Student Representative recruitment and Student Voice Forum meetings.
8. To support the development of staff and postgraduate research activity within the School, and as a member of the *Learning & Teaching* and *Research & Ethics Committees*.
9. To coordinate and implement student feedback processes, including collation, processing and evaluation of relevant data.

Learning Resources and DSA Support

10. To manage and develop the library and digital learning facilities, ensuring that learning resources are inclusive and accessible to students and staff.
11. To manage the administration for the Disabled Students Allowance arrangements, and manage additional support for students with SpLDs.

General

- Adhere to School policies, procedures and guidelines.
- Contribute to the operating values and ethos of the School as determined in its mission statement.
- Support and contribute to the promotion of an inclusive and accessible learning and working environments
- Exercise discretion/confidentiality on business, personnel and financial matters externally, particularly regarding press/media and potential competitors.

Person Specification

Essential

- Experience of teaching in Higher Education
- Knowledge of critical dance studies
- Teaching experience and evidence of working with dance students to support learning.
- Academic qualification equating to a first degree, ideally in dance.
- Experience of systems and processes in higher education and associated quality assurance.
- The ability to communicate effectively at all levels, both verbally and in writing.
- Attention to detail.
- Ability to problem-solve.
- Strong organisational, administrative and IT skills, including in digital learning sources
- Experience of working successfully as part of a team and independently, using initiative to manage workload and meet agreed deadlines.
- Experience and interest in dance research.
- Ability to work collaboratively across artistic, administrative and management teams.

Desirable

- An understanding of the arts and of performance practice.
- Successful experience of managing projects.
- HEA Fellowship

Terms and Conditions

- The post will be offered on a permanent full-time basis with an initial 6-month probationary period
- This post is based at the School's premises, The Countess of Wessex Studios, 21/22 Hatfields, Paris Garden, SE1 8DJ, London.
- The hours of work are typically 7.5 hours per day (excluding breaks), 5 days per week
- In line with School Policy, this post requires a Disclosure and Barring Service Enhanced Disclosure
- Holiday Entitlement = All English Bank & Public Holidays, plus 20 days per annum pro rata (rising to 25 days after 2 years of service)
- Access to a workplace pension scheme with BC & E (People's Pension) and enrolment with employer contributions at currently 3% of salary (subject to eligibility criteria)

The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is in no way an exhaustive list of responsibilities of the role and in any event, the duties and requirements of this role may change from time to time as required by the School and/or Director.