

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
 - Additional information
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Making an application:

Please complete the short on-line application form and attach the following 3 documents:

- a) A covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) A full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development.
- c) An education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.

Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

We recommend that you take a copy of this recruitment pack to help with your preparation.

Our commitment to Equality, Diversity and Inclusion

The [diversity of our community](#) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](#) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

Closing Date: 12 February 2023

Interviews are planned for: 7 March 2023

Expected start date: 3rd April 2023

UNIVERSITY OF ESSEX
JOB DESCRIPTION

Job Title and Grade:	Lecturer (ASE); Grade 9
Contract:	Permanent, Full-time
Hours:	Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36 hours per week
Salary:	£43,414 - £51,805 per annum
Department/Section:	East 15 Acting School
Responsible to:	Head of Department (HoD)
Purpose of role:	The postholder will be responsible for management, recruitment and the academic strategy and delivery of the newly launched MA/MFA in Acting for Digital Media. As well as teaching on the course, they will oversee the Co-ordination of teaching of all subjects on the MA/MFA, ensuring that the course objectives are met and will lead on administration and assessment. They will be responsible for locating and hiring staff with specific knowledge and professional practice relevant to the course.

CONTEXT

East 15 Acting School offers an extraordinary and dynamic portfolio of courses that span many areas of training for actors, directors, producers, technical theatre specialists and students of theatre practice. One of a leading group of UK conservatoires; we are ranked 1st in the UK for Drama (Guardian University Guide 2022: Drama and Dance), have a distinguished international staff team, and are now one of the largest specialist drama schools in the UK. Our courses and facilities are split over two campuses: one in Loughton on the edge of East London and the other in the vibrant and modern resort town of Southend-on-Sea. Our range of studios, performance venues, and surroundings in both Loughton and Southend give staff and students the safe, open, and equipped spaces to explore, learn, rest, and create, in order to make the best and most imaginative work. Our current undergraduate and postgraduate population of approximately 800 students are enrolled in 13 unique programmes of bespoke training. We have a large number of home and international students and recruit both nationally and overseas. Our staff represent a unique blend of practitioners and scholars, who are united in delivering a conservatoire education within a Higher Education setting that values practice as scholarship and research – and that puts the continual development of students and staff at the heart of what we do. As part of East 15's commitment to diversity, we encourage applications from candidates from ethnically and culturally diverse communities and backgrounds. As a school, we will continue work to build an open and accessible community, proactively supporting all our students, as we look for further initiatives that promote inclusion and representation. The School's Anti-Racism Action Plan, first released in 2020, builds on and supports East 15's and the University of Essex's commitments to be an inclusive community.

Course Overview

East 15 Acting School's MA/MFA Acting for Digital Media is a full-time, professional and intensive training program designed specifically for performers who wish to expand their skill base to be able to thrive within the technological advances in the performance industry. With the advancement of digital technology, new pathways are opening up in performing arts and the course emphasizes three key areas of training: performance capture, voice skills for digital recordings and acting for camera.

The use of Motion / Performance capture in the industry is on the rise and there is a demand for performers with specific skill sets in order to excel in the area. While the standard movement and voice skills provided at UG level form a base for most all performance work, this MA/MFA focuses on understanding, working with, and making the most of new technology.

In addition to motion capture, advances in technology and the relatively inexpensive option of creating a home voice studio have increased opportunities in voice acting – which also require further expertise. With further training in Acting for Camera, the three strands of the course will provide the training needed to succeed and shape the future of performance alongside new developments.

The practical training gives the students the opportunities to train by working with the technology that is appropriate for the given performance; for motion capture, they will train in the University's new VICON motion capture volume, purposely designed for this programme; when working on voice acting they will work a studios and a vocal booth, with the relevant technology for a variety of disciplines such as voice over, radio drama and voicing animation; in acting for film students will take part in projects that are filmed both on-site and on-location.

KEY RESPONSIBILITIES OF THE POST

- Co-ordination of teaching of all subjects on the MA/MFA Acting for Digital Media and ensuring that the course objectives are met.
- Leading on administration and assessment for MA/MFA Acting for Digital Media.
- Locating and hiring staff with specific knowledge and professional practice relevant to the course.
- Overseeing supplied budgets for MA/MFA Acting for Digital Media, including equipment and staffing.
- Attending all auditions for the degree course in Southend, and Loughton when required.
- To contribute to excellence in education by designing and delivering, substantive and effective teaching and learning support at undergraduate and postgraduate levels (e.g. curriculum development and review, assessment and feedback, supervision, etc.) as agreed with the HoD.
- To engage in individual and/or collaborative scholarship and professional practice activity which contributes to an excellent standard of publications.
- To undertake leadership duties related to pedagogic research and education appropriate to career stage and as allocated by the HoD.
- To enhance the scholarly reputation of the Department and the University by contact with the wider academic community and the dissemination of knowledge via public communication and other activities.
- To contribute expertise and knowledge to departmental and/or institutional initiatives as directed by the HoD.

Education

- Ensuring that the curriculum is coherent and relevant to the professional needs of the students, advising the Director of the School on the shape and content of the curriculum and suggesting alterations when necessary.
- Teaching on MA/MFA Acting for Digital Media and occasionally teaching on other degree courses at East 15.
- Integrating specialist skills into acting/production projects and rehearsals as required in conjunction with other staff.

- Teaching on Summer Schools.
- To engage successfully and effectively in substantive teaching and learning support roles in the Department, and develop a broad understanding of how such activities support student learning.
- To design, plan and deliver learning across a range of modules or within subject area, in creative and innovative ways appropriate to the subject area and level, taking into account departmental action planning and priorities.
- To deliver and support learning activities (modules, programmes of study, etc.) in stimulating and inclusive ways appropriate to the subject area, level, range of learners and learning environment.
- To assess and feed back to learners (UG, PG, work-based, etc.) in evidence-informed ways appropriate to the subject and level.
- To supervise student projects, fieldwork and placements.
- To supervise postgraduate taught students appropriate for the discipline.
- To gain Fellowship of the Higher Education Academy within the probationary period (usually three years for permanent posts).
- To contribute to the development of faculty and departmental quality assurance procedures and quality enhancement initiatives to ensure that teaching and learning support meets the standards expected within a research-led university.

Leadership and Citizenship

- Supervising and monitoring of visiting and support staff for the course.
- Supporting extra-curricular performance projects as appropriate to student's learning.
- Pastoral duties as required across the school.
- Attending school wide meetings and senior management meetings when appropriate.
- To undertake leadership of specific, significant areas of activity within the department (e.g. recruitment, admissions, acting as undergraduate or postgraduate director) as may be reasonably required by the Head of Department.
- To play an active and constructive role in the Department and engage in activities beyond your own education duties, (e.g. admissions or undergraduate recruitment, etc.), identifying areas for improvement and taking action as agreed by the Head of Department.
- Undertake peer mentoring of colleagues new to teaching on the request of the Head of Department.
- To participate in, build and develop internal and external networks and establish links with relevant academic and professional bodies, contacts and employers.
- To ensure knowledge and skills relevant to the profession are up-to-date and applied in education and research, and that the implications of quality assurance and quality enhancement for professional practice are fully understood.

- To engage in continuing professional development in relevant subjects/disciplines and their pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.

Scholarship and Professional Practice

- To incorporate subject and pedagogic research and/or scholarship into learning and assessment as part of an integrated approach to academic practice.
- To develop and produce learning materials and disseminate the results of scholarly activity.
- To actively engage in reflective practice and continuing professional development in relevant subjects/disciplines and your pedagogy, incorporating the outcomes from research, scholarship and the evaluation of professional practice.
- To contribute to your individual field of expertise as appropriate to your discipline.
- To conduct individual or collaborative scholarly research projects as appropriate to your discipline.
- To identify sources of funding and contribute to the process of securing funds for your scholarly activities.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

TERMS OF APPOINTMENT

For a full description of the terms of appointment for this post please visit our [website](#).

**UNIVERSITY OF ESSEX
PERSON SPECIFICATION**

JOB TITLE: Lecturer (ASE); Grade 9	POST REF: REQ07025
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QUALIFICATIONS / PROFESSIONAL RECOGNITION	Essential	Desirable
■ Relevant doctoral level degree in theatre/drama or equivalent professional experience or practice.	X	
■ Fellowship of the Higher Education Academy or the ability to gain professional recognition at this or a higher level if appropriate.	X	
EXPERIENCE/KNOWLEDGE	Essential	Desirable
■ Relevant and extensive experience of professional work involving performance capture, voice over or film as director, coach or performer.	X	
■ Experience of teaching in a conservatoire training environment or equivalent.	X	
■ Experience of teaching acting for motion capture, acting for film and/or voice over technique.	X	
■ Substantial experience in teaching at undergraduate and/or postgraduate levels, or demonstrable potential to engage in teaching and learning support in engaging and innovative ways.	X	
■ Experience of designing and planning of learning activities (training, modules, programmes of study, etc.), developing effective learning environments (face to face and/or virtual) and approaches to student support and guidance.	X	
■ Sustained engagement in continuing professional development in relevant subjects/disciplines and their pedagogies, incorporating research, scholarship and the evaluation of professional practices.	X	
■ Experience, or an understanding of engaging with the implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching.	X	
■ Experience in a leadership role in an HE environment or equivalent		X
SKILLS/ABILITIES	Essential	Desirable
■ The ability and willingness to complement and continuously enhance the department/school's education strengths and areas of planned development.	X	
■ The ability to engage in knowledge exchange and outreach activities and a willingness to mentor colleagues to do the same.	X	
■ A clear understanding of how students learn both generally and within their subject/disciplinary area(s) and the ability to apply this understanding to their own practice.	X	
■ A commitment to the on-going evaluation of their own teaching and an ability to do this effectively, with the support of others where appropriate.	X	
■ Strong communication skills, both written and verbal.	X	

<ul style="list-style-type: none"> ■ An appreciation of the value of appropriate technologies and how these support student learning with a willingness to deploy these when relevant. 	X	
<ul style="list-style-type: none"> ■ Ability to carry out administration towards the running of a degree course, with experience in sourcing fixed-term staff in HE or the professional industry 	X	
<ul style="list-style-type: none"> ■ Ability to teach acting for motion capture, acting for film and/or voice over technique. 	X	
PROFESSIONAL VALUES	Essential	Desirable
<ul style="list-style-type: none"> ■ A commitment to helping develop dynamic communities of research and education at the University. 	X	
<ul style="list-style-type: none"> ■ A strong and well-articulated commitment to the University's values and mission to deliver excellence in both education and research (integrated academic practice). 	X	
<ul style="list-style-type: none"> ■ A commitment to respect individual learners and diverse learning communities and to promote participation in higher education and equality of opportunity for all learners via student-centred practice. 	X	
<ul style="list-style-type: none"> ■ A commitment to using evidence-informed approaches and the outcomes from research, scholarship and continuing professional development in their academic practice. 	X	
<ul style="list-style-type: none"> ■ An acknowledgement of the wider context in which higher education operate. 	X	
<ul style="list-style-type: none"> ■ A willingness to participate in extra curricula departmental activities (e.g. events supporting recruitment, welcome and employability). 	X	
<ul style="list-style-type: none"> ■ Experience in dealing with pastoral matters. 		X
ELIGIBILITY	Essential	Desirable
<ul style="list-style-type: none"> ■ The ability to meet UK 'right to work' requirements.* 	X	

* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and may be able to provide sponsorship to successful candidates who are offered skilled roles and meet the eligibility criteria. Further information about UK immigration requirements and working in the UK can be found on the Home Office website www.gov.uk/skilled-worker-visa

ADDITIONAL INFORMATION

Department

You can find more information about the department on our website:

<https://www.east15.ac.uk/>

Our Strategy

Please find a link to our Strategy webpages below:

<https://www.essex.ac.uk/about/university-strategy>

General information

Informal enquiries may be made to Laura Collins, Executive Assistant (Email laura.collins@essex.ac.uk). However, all applications must be made online

At the University of Essex we use consistent language and terminology that articulates more clearly the responsibilities for education, research and leadership/citizenship associated with each academic role. This will help new colleagues to understand the University values from the moment they engage either as an applicant or new colleague, and help them to understand the future career pathways available to them as they become more established in their role.

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Benefits

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

Staff communities, networks and forums

We are proud to have a number of [staff Networks](#) including: [Access Forum](#), [Black Asian and Minority Ethnic community Staff Forum](#), [Essex Women's Network](#), [Global Forum](#), [LGBTQ+ and Allies Community](#) and [Parent's Support Network](#).

Our Colchester campus based [Faith Centre](#) hosts regular services, meetings and events organised by our chaplains and faith representatives.

This document is produced by:

**Resourcing Team
People & Culture**



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