

MA Filmmaking - Level Leader & Tutor

Role Title:	MA Filmmaking - Level Leader and Tutor
Contract:	Fixed Term (FT or PT)
Salary:	Salary Commensurate with Experience
Location:	MetFilm School Leeds, Prime Studios
Reporting to:	Principal, MetFilm School Leeds
Start Date:	Summer 2022

To apply for this role please send a CV and cover letter to jobs@metfilm.co.uk, including the title of the role in the subject line, by Thursday 12th May 2022.

MA Filmmaking Level Leader and Tutor

About the Role

We are recruiting for the position of Level Leader and Tutor for our suite of MA Filmmaking programmes at our new campus at Prime Studios, Leeds.

This is an exciting position within our Education Team working closely to support the Programme Leader and Principal of Leeds Campus, as well as the wider academic team. The candidate appointed to the role will be responsible for guiding a new cohort in the first year of our opening in Leeds and work closely with the Programme Leader and Principal to ensure a successful launch. This is a fixed term role with the likelihood of permanency after 1 year for the right candidate.

About MetFilm School

MetFilm School is one of the largest film schools in Europe, running undergraduate and postgraduate programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

MetFilm School has opened a new campus in Leeds, with courses beginning in September 2022. We will offer 2 undergraduate programmes (BA Content, Media & Film Production and BA Acting for Screen) and 3 postgraduate programmes (MA Directing, MA Cinematography, and MA Screenwriting) in Leeds, beginning in September 2022.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

Key Accountabilities

- To support the Programme Leader and Principal in the leadership of the programme(s) so as to ensure excellent student experience and academic success
- To support the Programme Leader and Principal in maintaining academic standards and to ensure effective delivery, working with MetFilm School's systems and processes
- To support the Programme Leader and Principal in the monitoring of the student experience using key indicators including student engagement, attainment and progression including analysis of relevant feedback and data.
- To support the management and coordination of a team of tutors helping to ensure they deliver against responsibilities.
- To ensure an excellent student experience and support and/or signpost students to the relevant support in learning and more broadly in student experience
- To ensure programme documentation is accurate and aligns with validated documentation.
- To ensure programme delivery and associated output is following best practice in relation to diversity, equality and inclusion.
- To deliver teaching, personal and academic tutorials and module leading
- To establish and enhance professional and industry relationships to support continual improvement of programme delivery
- To be a member of the relevant Programme Committee and representation at other Committees.
- To be cognisant of academic frameworks as well as other external regulatory bodies
- To support the Programme Leader and Principal in any annual monitoring processes and contributing to any module or programme review modifications
- To be willing to undertake CPD/scholarly activity including any professional development and membership of HEA
- To represent MetFilm School at events including Open Days, Celebration Screenings and managing text for website and course outlines where required

You may also be required to carry out other duties in keeping with the nature of the post as directed by, and agreed with your line manager.

Knowledge and Qualifications

Essential

- First degree in a relevant discipline
- Postgraduate degree or equivalent industry experience in Creative Industries
- Experience of teaching at Higher Education level
- An active interest in current developments in teaching, learning and the student experience
- Commitment to diversity, equality, inclusivity and safeguarding

Desired

- PGCE/Fellowship of the Higher Education Academy
- Experience of teaching at taught postgraduate level

Skills, Experience and Achievements

Essential

- Pastoral care skills
- Student centred approach
- Strong organisational skills
- Strong interpersonal skills

- Excellent written and verbal communication skills
- Proven initiative
- Creative approach to problem solving
- Flexibility of attitude
- Knowledge of software including MS Office