

**Programme Leader, BA (Hons) Acting for Screen**

Role Title:	<b>Programme Leader, BA (Hons) Acting for Screen</b>
Contract:	Permanent
Salary:	£50,000-55,000 per annum
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](mailto:jobs@metfilm.co.uk), including the title of the role in the subject line, by Friday 27<sup>th</sup> May 2022.

**Programme Leader, BA (Hons) Acting for Screen**

**About the Role**

We are recruiting for the position of Programme Leader for our newly-approved BA (Hons) Acting for Screen programme, located on our new campus at Prime Studios, Leeds. This is an exciting opportunity to lead and manage this new course, working closely with the Principal of the Leeds Campus, as well as the wider academic team. The candidates appointed to the role will be responsible for managing and guiding a new cohort in the first year of our opening in Leeds and will work closely with the Principal to ensure a successful launch. This is a permanent role.

**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.

BA Acting for Screen is delivered through ScreenSpace, an innovative new educational space, dedicated to leading screen production education, challenging students to discover their creative voice, develop screen skills and launch creative careers.

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

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- to provide leadership of the programme, so as to ensure excellent student experience and academic success
- to maintain academic standards and to ensure effective delivery, working with MetFilm School's systems and processes, and alongside the Principal
- to monitor the student experience using key indicators including student engagement, attainment and progression including analysis of relevant feedback and data, and to support students learning journeys
- to manage and coordinate a team of tutors helping to ensure they deliver against responsibilities
- 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 manage the programme budget, working with the Principal
- 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 lead and manage any annual monitoring processes and 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

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#### Essential

- Undergraduate degree in a relevant discipline
- Postgraduate degree or equivalent industry experience in Performing Arts and Creative Industries
- Experience of teaching at Higher Education level
- Knowledge of both practical and theoretical aspects of Screen Acting, Performing Arts and the Creative Industries more widely
- Knowledge of pedagogy, learning, teaching and assessment strategies appropriate to UG study
- An active interest in current developments in teaching, learning and the student experience
- Commitment to diversity, equality, inclusivity and safeguarding
- Knowledge of the HE sector and the associated regulatory frameworks

**Desired**

- PGCE/Fellowship of the Higher Education Academy or willingness to undertake the qualification

**Skills, Experience and Achievements**

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**Essential**

- Excellent education practitioner with the skillset required to deliver high quality learning experiences at undergraduate level
- Demonstrable experience in improving the student experience
- Excellent interpersonal skills with the ability to lead and enthuse a team
- Experience of managing a team and collaborating effectively
- Good IT skills, with the ability to produce relevant documentation with efficiency and attention to detail
- Management of planning and resources
- Experience of leadership and management in an HE environment
- Experience of delivering high quality teaching and learning experiences in higher education

**Desired**

- Excellent skills in the design and operation of online learning materials and environments
- Experience as an industry practitioner in a relevant discipline/field