

MetFilm School - Leeds

Role Title:	Deputy Programme Leader
Contract:	Permanent – Full Time
Reporting to:	Programme Leader
Salary:	£40-45,000 per annum
Location:	MetFilm School Leeds, Prime Studios
Start Date:	August 2023

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 Monday 5th June 2023.

Deputy Programme Leader, BA (Hons) Acting for Screen (Screen Skills)

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 Leeds opened in September 2022. We offer 2 undergraduate programmes (BA Content, Media & Film Production and BA Acting for Screen) and 4 postgraduate programmes (MA Directing, MA Cinematography, MA Screenwriting and MA Documentary and Factual) in Leeds.

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.

About the Role

We are recruiting for the position of Deputy Programme Leader for our BA (Hons) Acting for Screen programme, located on our new campus at Prime Studios, Leeds. This is an exciting opportunity to help lead and manage this new course, now approaching the end of L4, working closely with the Programme Leader of the Leeds Campus, as well as the wider academic team. The BA Acting for Screen programme contains a substantial production element where students produce content as well as perform. We are especially interested in candidates with experience in teaching Film and Media production. The candidates appointed to the role will be responsible for managing and guiding students through the screen skills aspects of the programme. This is a permanent role.

Key Responsibilities

- To support the Programme Leader in the leadership of the programme(s) so as to ensure excellent student experience and academic success
- To support the Programme Leader in maintaining academic standards and to ensure effective delivery, working with MetFilm School's systems and processes
- To support the Programme Leader in the monitoring of the student experience using key indicators including student engagement, attainment and progression including analysis of relevant feedback and data using Quercus to track the student journey and act on it
- To support the management and coordination of 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 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 the work of external regulatory bodies
- To support the Programme Leader in any annual monitoring processes, contributing to any module or programme review modifications
- To be willing to undertake CPD/scholarly activity including any professional development
- To represent MetFilm School at events including Open Days, Celebration Screenings and managing text for website and course outlines where required.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post as directed by and agreed with their Line Manager.

Knowledge and Qualifications

Essential

- Postgraduate degree in a relevant subject and/or equivalent creative industry experience
- Experience of teaching at Higher Education level in creative industries
- Demonstrable subject knowledge to a high level
- An active interest in current developments in teaching, learning and the student experience
- Commitment to diversity, equality, inclusivity and safeguarding

Desired

- PGCE/Advance HE Fellowship

Skills, Experience and Achievements

Essential

- Leadership and management 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

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How To Apply

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