

## **JOB DESCRIPTION**

<b><u>POSITION</u></b>	Head of Studies
<b><u>REPORTS TO</u></b>	Director of Higher Education (HE)
<b><u>KEY RELATIONSHIPS</u></b>	Line manages Learning Development Manager; oversees management of all other members of staff employed within the department to work on marking, delivery and administration (to include Dance Studies Tutors, EFL Tutor and 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year Tutors in relation to contextual studies and tutorial work).
<b><u>BASIS</u></b>	Full-time, 37.5 hours per week.

### **Job Purpose**

The Head of Studies works as part of the Senior Management Team, liaising with students and teaching staff to successfully facilitate the delivery of our Higher Education courses and awards. A dance specialist, they will lead on the management and delivery of the Contextual Studies modules, and support student progression, taking a lead on the organisation of the assessment cycle and supporting staff training and development as required.

### **Main Duties & Responsibilities**

#### **Assessments and quality assurance**

- Organises the delivery of all continuous and formal assessments, reassessments and feedback sessions: managing the scheduling, administration, and related data; liaising and communicating with staff and students.
- Collates results for the Director of Higher Education to share and confirm with the validator.
- Chairs moderation of contextual studies assessment and contributes to chairing of moderation for practical assessments.
- Ensures inclusive practice in assessments and feedback, including alternative assessment design, and due consideration to inclusivity in evaluations.
- Helps the Director of Higher Education deliver Quality Assurance for our courses providing information and contact with our validator the University of Kent, as required, and operating within the registration conditions of the Office for Students.
- Contributes to staff training and development, in response to the training framework developed by the Director of Higher Education.
- Delivers Higher Education inductions for new staff.
- Supports the processes for student feedback and evaluation.

#### **Contextual studies**

- Manages and delivers the FD and BA(Hons) contextual studies curriculum and contributes to staff training so that it enhances and supports the student training programme, and ensures the academic work is of a quality and standard appropriate to Conservatoire training and Higher Education.
- Leads on the design and delivery of the Dance Studies programme, ensuring the curriculum appropriately reflects our dance heritage through the lens of decolonising the curriculum; includes administration and recruitment of external speakers and practitioners.
- Manages the research and written element of the BA (Hons) Dissertation and Professional Practice module work, supporting employability skills and industry understanding.
- Oversees co-ordination of marking and feedback, including recruitment and induction of external markers, and engages in marking as required.

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### **Learning and student support**

- Manages student progression and completion of studies, including managing the Support Through Studies policy and processes with the Head of Medical and Wellbeing, and liaising with the Director of Higher Education, Artistic Director and Professional Training Lead, and other teaching staff as required.
- Works with the Learning Development Manager to provide appropriate support for learning to undergraduate students, including the provision of Extension to Learning Agreements where required, and the delivery of 1:1 learning support in response to specific learning differences.
- Oversees the Year 1, 2 and 3 weekly tutorial programme to support student learning, including administration and liaising with artistic staff to schedule programming and recruit relevant external staff.

### **Management responsibilities**

- Line manages the Learning Development Manager, ensuring that they receive appropriate supervision, support and development.
- Oversees management of other members of staff to work on marking, delivery and administration (to include Dance Studies Tutors, EFL Tutor and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year Tutors in relation to contextual studies and tutorial work).
- As a member of the Senior Management Team participates in the fortnightly Executive and Senior Management Team meeting and takes shared responsibility for the delivery of Central's plans to meet our strategic priorities as set by the Executive Team and Board of Governors.

### **General accountabilities**

- Adheres to school policies, procedures and guidelines.
- Works in accordance with Central's Child Protection Safeguarding Policy
- Assists supports and attends events/performances as requested.
- Contributes to the operating values and ethos of the school as determined in its mission statement.
- Exercises discretion/confidentiality in business, personnel and financial matters externally, particularly regarding press/media and potential competitors
- Supports Central School of Ballet's commitment to addressing the barriers and inequality that some individuals and communities in our society face.

### **Person Specification**

#### Essential

- Experience in delivering degree level dance and education.
- Academic qualification equating to a first degree, ideally in dance.
- Teaching experience.
- Management experience.
- Experience of systems and processes in higher education, including quality assurance.
- The ability to communicate effectively at all levels, both verbally and in writing.
- An understanding and experience of offering pastoral support to students.
- Attention to detail.
- Ability to problem-solve.
- Strong organisational, administrative and IT and data management skills.
- Experience of working successfully as part of a team and independently, using initiative to prioritise and manage workload, and meet agreed deadlines.

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### Desirable

- An understanding of ballet, dance and performance practice in a contemporary context.
- Successful experience of managing projects.

### **Terms and Conditions**

- The post is being offered on a permanent basis and will be offered with an initial 6-month probationary period (in line with Central's policy)
- This post is based at the School's premises, The Countess of Wessex Studios, 21/22 Hatfields, Paris Garden, London SE1 8DJ
- The hours of work are 7.5 hours per day (excluding breaks), 5 days per week (usually Monday to Friday) – equivalent to a 37.5 hour working week. Some Saturday cover may be required from time to time, especially to cover reception during annual leave
- In line with School Policy, this post requires a Disclosure & Barring Service Enhanced Disclosure
- Holiday Entitlement = All English Bank & Public Holidays, plus 20 days per annum, rising to 25 days after completion of two years' service
- Access to a workplace pension scheme with BC & E (The 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 not 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 Executive Director.*

MO/EH/JD 12/24