

JOB DESCRIPTION

Job Title:	Head of Camera/Senior Lecturer
Department:	MA Filmmaking
Reports To:	Course Leader, MAF
Line Manages:	Department staff (and oversight for Visiting Lecturers)
Contract:	Permanent, Full time
Last Updated:	November 2022

Job Summary

The post-holder will lead the camera department, ensuring levels of excellence, innovation, and resource management in department activities from full-time Masters teaching to workshops, masterclasses, partnerships and publications. As a member of the teaching staff, the head of department will also have responsibility for planning, teaching and assessing, providing student learning support, contributing to curriculum development and reviewing the programme(s) to meet defined learning objectives.

Main Responsibilities

Department Lead

- Plan and oversee high quality teaching and supervision in the area of cinematography for the MA Filmmaking, enriching and developing the curriculum in liaison with the course leader, module leaders, head of studies and other departmental heads.
- Deploy experienced and effective tutors from the school's staff and industry, augmenting the school's range of teaching contacts and inducting and supporting tutors.
- In liaison with the course and module leaders, devise and develop content for specialist teaching area when required for other courses, workshops and short courses as appropriate.
- Keep up to date with industry level best practice and emerging ideas in specialist teaching area.
- Develop and maintain relationships with leading industry professionals in the UK and abroad, thereby building a high-quality pool of practitioner teachers, favourable terms for services and equipment, and a position of influence for the school in craft area.
- Manage departmental staff, overseeing their development and training provision, departmental Health & Safety, and welfare requirements in liaison with the course leader, head of studies and HR;
- Generate, negotiate and manage an annual budget for departmental spending in liaison with the Head of Studies.
- Advise on cinematography department resource development and maintenance.
- Participate in steering meetings, school boards and committees as appropriate.
- Undertake staff appraisals for cinematography department and conduct peer review of teaching.
- Contribute to the maintenance of an Advisory Board of industry professionals, developing a rolling agenda of improvements and initiatives.
- Ensure all cinematography lesson plans, teaching materials and relevant areas of the Virtual Learning Environment are regularly maintained to the required standard.

Teaching & Learning Support

- Plan, prepare and teach students in line with the validated course and module specifications, using a range of modes of delivery and methods to meet learning objectives and outcomes.
- Undertake continuous formative assessment of student progress and performance.
- Undertake summative assessment and moderation of students' work.
- Proactively contribute to curriculum development, programme review and validation of programmes.
- Involvement in student induction programmes.
- Undertake teaching, and/or research supervision in other programmes or collaborative learning activities when required.
- Stay abreast of developments in the area of specialism, including honing skills for teaching, supervision and interaction with students to foster learning and creative thinking.
- Contribute to graduate showcase and masterclass events where appropriate.
- Contribute to and participate in internal and external quality and other regulatory reviews.
- Identify potential mentoring and industry networking opportunities where appropriate.
- Act as personal tutor.

Professional Practice & Research

- Maintain strong professional practice in his/her field.
- Undertake and/or participate in research and scholarship, individually and/or in collaboration, contributing to specialist subject knowledge and for learning and teaching, and strategic objectives of the LFS, as appropriate.

Administration

- Undertake academic administration duties such as timetable/lesson planning, attendance taking, internal and external reporting, project management, when required.
- Plan and manage students' annual/periodic performances, exhibitions or screenings relevant to the programme.
- Attend programme related meetings and examination boards meetings as and when required.
- Attend staff meetings / learning activities as and when required.
- Undertake teaching related administrative matters.

Student Personal Tutoring

- Act as mentor for students and provide pastoral care and support in learning and to deal with issues and concerns of students, as a first line support.
- Refer students to the appropriate channel or head of department/course leader should the need arise.

Student Recruitment

- Participate as a member of the student recruitment team for the programme and the LFS.
- Review applications and interview applicants as and when required by Admissions staff in line with the LFS Admissions Policy.

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS.
- Maintain awareness of your own and others’ Health and Safety, and comply with the LFS’s Health and Safety policy.
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations.
- Encourage and model team working and effective communication with colleagues.
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times.
- Comply with LFS financial policies and practices as applicable.
- Commit to and undertake continuous personal and professional development.
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Experience leading a teaching department in an academic institution	D
Proven ability to successfully manage, inspire, and motivate a team	E
Ability to lead and manage projects from inception to completion	E
Experience of budget management and cost control	E
Ability to communicate effectively with colleagues, students, alumni, external agencies and stakeholders	E
Extensive teaching experience at the tertiary level in the relevant academic area.	E
Specialist knowledge in the relevant subject area.	E
Comprehensive knowledge of arts education at tertiary level including curriculum development, design, teaching, learning methodologies, and assessment of learning outcomes.	E
Good understanding of conducting individual and/or joint research projects.	E
Familiar with e-learning for programme delivery.	E
Knowledge of relevant software applications for teaching & learning.	E
Extensive industry experience and professional practice relevant to the programme.	E
Proven administrative skills, and understanding of data protection regulations.	E
Well organised, analytical and confident managing variable workloads.	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
Able to use common sense, initiative, pragmatic solutions, seek improvements, and adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment.	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems.	E
Qualifications	

Postgraduate qualification, preferably at PhD level, or equivalent in a relevant discipline, or substantial professional practice in cinematography.	E
Teacher Training qualification.	D
Personal attributes	
Ability to engage students through a range of delivery modes and supervision.	E
Excellent interpersonal skills, willingness to work collaboratively and support students.	E
Strong commitment to the development of artistic practice.	E
Good pastoral care skills in relating to issues concerning students .	D
A positive attitude to research, and preferably a personal research profile, as well as the ability to supervise a research project.	E
Willingness to work flexibly, including UK and overseas travel.	E
Positive “can do” approach and willingness to support others where needed.	E
Comfortable working as part of a small team with minimal supervision.	E
Strong commitment to supporting equality, inclusivity and diversity.	E

The LFS is an Equal Opportunities Employer

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