

# APPLICATION PACK



**Post title** Head of Programme (Foundation)  
**Salary** £42,000  
**Hours** Full-time (37 hours)  
**Contract** Initially a 3-year fixed term contract with the potential to become permanent

## OVERVIEW

The Scottish Institute is committed to providing the very best performing arts training. We are the only CDMT accredited school in Scotland with an enviable track record of graduates performing in the West End and beyond. We are looking for a dynamic candidate to lead our integrated foundation year and NPA programmes to help us open access to Performing Arts Higher Education.

Validated by Bath Spa University and Qualifications Scotland, the SI's programmes are all delivered to the highest professional standards at our wonderful campus in Livingston, just outside Edinburgh. The successful candidate will report to the Head of School (Performing Arts) to support the development and delivery of vocational training for a range of performing arts students. We are keen to develop access for Scottish students 16-18+ years to performing arts education. Although these programmes are pre-degree, they still bear the hallmark of cutting-edge professional practice and capture the very best pedagogies. In the first stage of the role, you will be involved in developing the courses and help to build their profile. This is a great opportunity for somebody committed to developing the potential of young performers.

You will have a degree or higher, and you will have a significant industry profile in either acting, dance or musical theatre, although you will be able to traverse all three. You will understand the NPA landscape in Scotland and the Level 0 integrated foundation year for English undergraduate degrees. You will also demonstrate a thorough understanding of current industry practice around intimacy coaching and relevant pedagogies.

**Job Title:** Head of Programme (Foundation)

**Line Manager:** Head of School (Performing Arts)

**Responsible to:** Head of School (Performing Arts)

**Responsible for:** Foundation Staff Salaried  
Foundation Staff Freelance

### Roles and Responsibilities

**Overview** The Heads of Programme have operational oversight of a subject discipline within the school and work collectively with their Head of School to inform the Institute's mission and vision in respect of their subject discipline. By supporting each other, they also act as a check and balance to ensure that all delivery decisions are fully considered. The Head of Programme (Foundation) oversees the delivery of the Institute's NPA and integrated Foundation year programmes, and the post holder:

- Oversees the development, delivery and evaluation of the foundation curriculum.

- Ensures that assessment is fair, accurate and consistent.
- Mentors and supports programme delivery teams, addressing potential areas of disruption and ensuring continuity of academic delivery.
- Provides programmes specific insight and guidance to the Institute's marketing, recruitment, and admissions staff.
- Attends the Institute's Academic Board to represent the foundation programmes
- Attends Staff Forum meetings
- Supports the Institute's aim to be Health and Safety compliant.
- Champions equality, diversity, and inclusion.

**Strategy** **The Head of Programme (Foundation) works with the Head of School (Performing Arts), the foundation programme delivery team, and admin teams to support the development and implementation of the Institute's Strategic plan, by:**

- Identifying and revising curriculum to ensure the Institute's programmes are current and professionally focused.
- Ensuring that curricula respond to the Institute's strategic vision and the changing needs of the industries/economies it serves.

**Operations** **Supporting the Head of School (Performing Arts) to ensure the Institute operates efficiently and effectively by:**

- Overseeing the foundation programme to ensure it remains relevant, current and industry focused.
- Supporting the Director of Quality and Governance to ensure the Institute's assessment of the foundation programmes is fair and consistent and accurately recorded.
- Attending University Programme Assessment Boards to represent the integrated foundation programme, its students and staff.
- Supporting the Director of Student Experience to ensure the Institute recognises and responds in a clear and timely fashion to foundation staff and student ideas, concerns and communications.

**External Liaison and Strategic Partnership** **The Head of Programme (Foundation) acts as an ambassador for the Institute and the programme, developing its reputation for excellence by:**

- Working closely with the relevant awarding body for the programme.
- Representing and promoting the Institution and the Foundation programme at local, regional, and national educational and industry fora.

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- Monitoring external partnerships to ensure they aid and support the Institute's strategic and operational objectives.

<b>Financial and Resources</b>	<b>The Head of Programme (Foundation) works with the Director of Student Experience to ensure that the Foundation programmes' financial and resource management is effective and responds to curricular needs by:</b> <ul style="list-style-type: none"><li>● Agreeing any expenditure related to academic matters.</li><li>● Ensuring that curricular work effectively within the Institute's physical resources.</li><li>● Working with other Heads of Programme and the Head of School (Performing Arts) to ensure the effective delivery of curricula.</li></ul>
<b>Quality and Standards</b>	<b>The Head of Programme (Foundation) support the Head of School (Performing Arts) to ensure:</b> <ul style="list-style-type: none"><li>● The effective annual evaluation of the Foundation programmes.</li><li>● Foundation students have the opportunity to feedback on the delivery of all modules throughout their studies</li><li>● Meetings with Foundation Student Representatives regularly to ensure that all action points are addressed and the outcomes promoted to students.</li><li>● Meeting regularly with Foundation staff to address any concerns about programme delivery, curricular development, and student issues are addressed and informing the Head of School (Performing Arts) about key themes.</li><li>● Curriculum delivery fully embraces the principles of the UK Quality Code for Higher Education and the requirements of Qualifications Scotland</li></ul>
<b>Marketing, Recruitment and Admissions</b>	<b>The Head of Programme (Foundation) works with the marketing and communications, outreach, admissions and administration colleagues to ensure that:</b> <ul style="list-style-type: none"><li>● The Institute processes for marketing, recruitment, and admissions address the curricular needs of the Foundation programmes.</li><li>● That Foundation staff who engage with recruitment processes are fully trained to work within the Institute's guidelines.</li></ul>
<b>Human Resources</b>	<b>To assist the Head of School (Performing Arts) you will manage staff in the Foundation academic team, and support their development by:</b> <ul style="list-style-type: none"><li>● Overseeing sickness, annual leave and holiday requests for staff in your line-management</li></ul>

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- Ensuring that the academic staff in your line-management meet with you for an annual appraisal meeting
- Identifying any training needs for the academic staff in your team, and working with the Director of Student Experience to identify and co-ordinate an annual staff training programme.

**Health and Safety** The Head of Programme (Foundation) works with senior leaders, academic staff, students, and admin teams to ensure that the Institute's policies and procedures facilitate healthy and safe practice. This includes, but it not restricted to:

- Risk assessing all teaching activities
- Maintaining accurate records of accidents and near misses.
- Undertaking first aid training
- Ensuring curricula support, inform, and direct students towards appropriate medical or well-being services.

**Equality, Diversity, and Inclusion** To ensure the Institute promotes equality, diversity, and inclusion in all its operations, the Head of Programme (Foundation):

- Works with the Director of Student Experience and academic to oversee the Institute's approach to pastoral care.
- Ensures all academic staff in the post's line-management understand and positively contribute to the Institute's aim to promote equality, diversity, and inclusion.

**Teaching** As the Head of Programme (Foundation), the postholder should lead by example as an expert within their area of teaching expertise. However, this must be balanced with the management of curriculum.

**Other duties** To fulfil any other reasonable duties as requested; occasional evening and weekend work will be required.

Committee Attendance	
Academic Board	Member
Health and Safety Committee	Member
Staff or Student Grievance Panel	Member
Programme Development Group	Member as required
Operation Planning Group	Member
Staff Forum	Member
Admissions Group	Member as required

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Annual Leave 35 days (additional 8 public holidays)

## PERSON SPECIFICATION

### QUALIFICATIONS AND EXPERIENCE

#### Essential

- A good first degree in a relevant subject
- A successful performance / directing / choreography career in the performing arts industry.
- Significant experience of working with students aged 16+, preferably in a conservatoire-style setting.
- Significant experience of delivering professional vocational teaching in either Acting, Dance or Musical Theatre disciplines.

Application	Presentation / Teach	Interview
✓		
✓		✓
✓		✓
✓	✓	

#### Desirable

- A higher degree in a relevant area.
- Experience of assessing at 16+ level
- Significant experience of teaching young adults in creative arts environments.
- A 16+ teaching qualification or HEA fellowship

✓		
✓		✓
✓	✓	
✓		

### SKILLS AND KNOWLEDGE

#### Essential

- Experience of leading and managing a creative team of full-time and visiting staff with the ability to inspire, encourage and motivate others.
- Experience of managing resources within a specified budget
- Knowledge and understanding of performing arts practitioners/movements, forms, and genres.
- Awareness of the needs of students from a diverse range of backgrounds
- Awareness of quality assurance approaches in both further and higher education settings.
- Outstanding communication, administrative and IT skills, including the use of a virtual learning environment.
- Excellent organisational and self-management skills exemplified by astute problem-solving and prioritisation skills.

✓		✓
✓		✓
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✓	✓	✓
✓		✓
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✓	✓	✓

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- Desirable**
- Awareness of current issues surrounding learning and teaching for student aged 16+.
  - Engagement with a wide range of industry bodies and practitioners that could facilitate the development and delivery of professional performing arts training

✓		✓
✓		✓

## PERSONAL QUALITIES

- Essential**
- A collaborative approach to team management.
  - A clear commitment to developing and sustaining a student-centred teaching and learning environment.
  - Able to work within clearly defined structures and yet to take initiative to support strategic goals.
  - Tactful and discrete when dealing with confidential/sensitive matters.

		✓
✓	✓	✓
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- Desirable**
- Flexible and adaptive with a positive approach to change

✓	✓	✓
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## ADDITIONAL INFORMATION

The SI is an equal opportunities employer committed to diversity, so we actively encourage applicants from under-represented backgrounds. We value the positive impact that difference has on the Institute.

All SI staff must observe and embody the Institute’s policies and strategic commitment to equality, diversity and inclusion.

All staff are required to undertake first aid training and maintain the Institute’s commitment to healthy and safe practice.

In line with the Data Protection Act 2018, all staff must observe all relevant policies and procedures regarding the confidentiality of use of any stored data (electronic or otherwise).

The post-holder will work at the Scottish Institute’s premises on **Almondvale Way, Livingston, EH54 6GA**. The Institute reserves the right to ask employees to work at such other places of business it may require, or work from their own home for online delivery when necessary.

As an institute our focus is on in-person/in-class teaching, but was also accept that staff will undertake administrative duties and meetings online, from home, from time to time. However, delivery is in person.

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In agreement with your line-manager, there will be some evening and weekend working for this post throughout the year for events such as open days, auditions, productions, etc.

This job description outlines the core requirements of the role. It is not a comprehensive description and can be reviewed by the post-holder and line-manager if operationally required.

## HOW TO APPLY

Please send your current CV, a completed equal opportunities form, and a covering letter of no more than two sides of A4 to [recruitment@thesi.co.uk](mailto:recruitment@thesi.co.uk).

The SI will not consider late applications.

If you require further information, then please contact us on 03300580656 and we will put you in touch with the right colleague.

## CLOSING DATE

The closing date for completed applications is midday (12pm) Friday, 1 November 2024

## INTERVIEWS

Interviews will take place on Wednesday 20<sup>th</sup> November 2024.

At this stage we will ask you to make a presentation about your vision for a foundation programme. You will then lead a 20-minute micro teach and finally meet with the interview panel. We will release the presentation question to those we shortlist.

We will pay travel and accommodation expenses if these are agreed in advance.

We will require two references and ask you to provide those, but with the assurance that we will not approach those referees unless we make you an offer of employment.