**JOB DESCRIPTION**

**Title:**  Higher Education Strand Manager

**Line managed by:** Head of Higher Education Delivery

**Line reports:** None

**Hours:** 35 hours per week.

Core hours 9.00am to 5.00pm, Monday to Friday.

The post holder may be required to work at other times.

Part time or job share arrangement may be possible.

**Salary:** £35,000

**Holiday Entitlement:** 30 days paid holiday per annum, inclusive of eight Statutory Bank Holidays, increasing by one day for each year of service from 1st September up to a maximum of 35 days per annum.

**About National Centre for Circus Arts**

The National Centre for Circus Arts is a registered charity and one of Europe’s leading providers of circus arts training. For the past 30 years we have provided emerging and professional circus artists, directors and choreographers access to vital space and support to train, experiment and share ideas.

The National Centre is an independent Higher Education Provider newly registered with the Office for Students having previously been a core member of the Conservatoire for Dance and Drama. Our diverse range of work includes BA degree-level education in Circus Arts which is supported at either side by a structured training programme for under-18s and professional development opportunities for aspiring and established performers. Adults and young people can enjoy recreational classes and occasional performances. We also run highly regarded workshops, away days and team building events for the corporate community. We continue to develop our creation and production capabilities and are striving forward in both initiating, supporting and creating high quality work that can tour regionally and nationally. Our national role increasingly sees us supporting and mentoring circus artists and organisations across the country as we seek to develop and mature our remarkable art form.

At the very core of the organisation is the Higher Education programme where we deliver extraordinary intensive bespoke training to students who show the greatest potential through our audition process. These young people graduate to be the creative artists, performers, technicians and teachers, leading the development of the art form into the future. Trained by renowned experts and equipped with a wide range of skills and experiences, graduates go into the professional world where they make bold new work both independently and within circus companies across the world. The Higher Education Strand Managers are vital for the successful delivery and development of this Higher Education vocational training.

**Overall purpose of the post:**

Oversee the development, delivery and management of the taught provision (both face-to-face and online) of one of the four strands of the BA Circus Arts course, keeping the student learning experience at the forefront of our operations.

The strands are:

1. Contextual Studies
2. Performance Aesthetic
3. Performance Technique
4. Circus Discipline

Higher Education (HE) Strand Managers will coordinate teaching resources and support the delivery and development of all modules within their allocated strands, engage with the administrative and quality assurance processes required by the NCCA and University of Kent and work in close collaboration with the Head of Higher Education Delivery, the Head of Academic Administration, HE administration Staff and most crucially the other three Strand Managers. Strand Managers will ensure that the delivery of all activity within their strands is delivered within the budget framework set by Head of Higher Education Delivery.

**Principal Responsibilities:**

1. Strand module planning, development and delivery.
2. Management of strand budget
3. Teacher co-ordination support, development and observations
4. Teaching and assessment
5. Health and safety awareness
6. Personal academic tutoring
7. Meetings and training
8. Other duties
9. **Strand module planning, development and delivery**

Devise, in collaboration with the other three Strand Managers, timetables and class plans that correspond to the given briefs for specific modules within the assigned strand as allocated to the post holder.

* Ensure that the module content is informed by research and scholarship and is kept current.
* Ensure that the module content, delivery and assessment address all the learning outcomes detailed in the module specifications.
* Ensure that key activities such as assessment and progression processes, staff and student feedback mechanisms and module grades are completed in accordance with NCCA timeframes and policies.
* In collaboration with the Head of Academic Administration, ensure that quality assurance requirements and accreditation requirements are met for all modules in the strand and that the published module content and descriptors are correct, current and comply with University guidelines.
* Contribute to and inform on strand progress and module development in both termly and annual monitoring and stakeholder reports such as NCCA board reports as required by the Head of Academic Administration and Head of Higher Education Delivery.
* Ensure the scheduling of student/teacher timetables using appropriate software (CELCAT) is correct, and act as point of contact for all scheduling enquiries in relation to the modules within the strand.
* In collaboration with the Student Support Manager, ensure learning resources and student support materials are relevant and accessible as required for each module.
* Engage proactively with the Virtual Learning Environment, Microsoft TEAMS and manage the *Channels* and *TEAMS* related to the strand.
* Where necessary and appropriate, support in the research, design, delivery and review of any circus arts training courses and curriculum development outside the Higher Education department, such as the London Youth Circus, Centre for Advanced Training (CAT) and new courses that may be developed.
* Maintain communication with colleagues and teachers within the Professional Development directorate and be able to respond to the evolving needs of the HE course as a whole with regard to individual student needs.
* Identify, develop and deliver enrichment activities for the modules within the Strand.

1. **Management of strand budget**

* Manage the strand budget in relation to all teachers employed to deliver the different modules and classes.
* Manage any enrichment activities within the budget set by the Head of Higher Education Delivery.
* On a yearly cycle, review the budgetary needs of the module ensuring that provision is made for the development of resources such as subscriptions, library books and publications.

1. **Teacher co-ordination support, development and observation**

* Maintain contact with teachers and visiting lecturers, briefing them on the specific requirements of the modules under your responsibility to ensure the quality of delivery and with due regard to student progression towards successful completion of accredited course modules, training and production needs.
* Organise inductions for new teachers with the Buildings& Technical teams.
* Assist, when required, in the recruitment and appointment process of teachers.
* Identify specific course needs and identify staff development needs, where necessary informing the Head of Higher Education Delivery.
* Undertake the organisation and implementation of cyclical peer observation sessions in line with the requirements under best practice within HE.

1. **Teaching and Assessment**

* Maintain direct student contact in the form of teaching, pastoral care and student meetings as required.
* Undertake teaching in line with your areas of interest and expertise and hours, as agreed with the Head of HE Delivery. Your teaching should align with the module outcomes and guidelines and should be delivered to ensure the best possible student progression and success.
* Communicate with, support and supervise the teaching staff within your strand.
* Ensure that teachers are informed about and understand the assessment points and criteria within each module under their strand. Work with the HE Admin team to ensure all necessary documentation is completed and returned in line with the assessment schedule set at the beginning  of each academic year.

1. **Health & Safety Awareness**

* Undertake and regularly review risk assessments for all activities connected with your assigned module as appropriate.
* Ensure appropriate safeguards are implemented across all performance areas related to course delivery.

1. **Personal Academic Tutoring**

* Alongside the Student Support Manager, undertake tutoring as needed and maintain contact with all students under your responsibility.
* Assist students in establishing and setting objectives and subsequently establishing appropriate schedules with each student in order to ensure positive progress throughout the course.
* This may also involve the discussion of more personal matters and may require referring students to the Higher Education Student Support Manager if they need referring to specialists in specific areas such a counselling and learning support.
* Ensure that all meetings of this nature are documented appropriately and shared with relevant members of the HE team or teaching staff in accordance with best practice.

1. **Meetings and training**

* Attend as required:
* HE Administration Team meetings (weekly)
* NCCA Scheduling meetings
* Student Staff Learning and Teaching Committee meetings (monthly)
* Academic Board meetings (termly)
* Student Progression meetings (termly)
* Examination Boards (July)
* Periodical course review and module review meetings (as scheduled by Head of Academic Administration).
* Define and undertake continued professional development applicable to the strand you are responsible for or your own practice. This should include acquiring knowledge in the use of software essential to the workings of the HE Programme: Microsoft Office word, excel, CELCAT, Microsoft Teams, Zoom etc.

1. **Other Duties**

* Play an active role in the audition process, review and recruitment of potential students.
* Supervise and/or oversee students participating in creative processes undertaken at various periods in their education.
* Work with the Head of Higher Education Delivery, other Strand Managers, the Technical Manager and other staff as required on the scheduling and planning of student productions.
* Promote a commitment to the National Centre’s Equal Opportunities & Diversity policy, Disability & Reasonable Adjustments commitment and Code of Conduct, along with all other policies that contribute to the operating values and ethos of the organisation as determined in its mission statement.

Such other duties (commensurate with the role) that may from time to time be reasonably required.

**PROFILE**

**Essential**

Experience

* 1 year’s experience in delivery of practical/vocational classes at Higher Education Level.
* Experience in teaching students with varying abilities, skill levels and experience.
* Broad experience of past and present practices within the circus industry.
* Administrative experience in an office-based environment

Skills

* Ability to be flexible and adaptable in a professional context.
* Excellent inter-personal skills.
* Excellent organisational skills and the ability to remain calm and good-natured under pressure.
* Ability to fully understand and able to implement planning and strategy.
* A working knowledge of health and safety issues.
* Ability to use IT tools, particularly Word, Excel.
* A good understanding of delivery of formal education courses at HE level.
* Knowledge of Quality Assurance in Higher Education and its procedures.

Personal attributes

* An open attitude to new ways of working and adapting skills to new uses.
* Strength of character, sense of humour, openness and broad sense of perspective.
* Interest in circus performance and its trends.
* Ability to work collaboratively in a small team.
* Friendly, flexible and approachable
* Enthusiastic and motivated

**Desirable**

* Experience of using scheduling software.
* Qualified first-aider in the workplace.
* PGCert HE acquired or in the process of acquisition.
* Circus Arts, Theatre or Dance related performance experience

**Strand Specific Skills and Expertise**

Contextual studies:

* A keen interest and understanding of how performing arts practitioners have influenced circus in the modern context.
* Interest and understanding in how technology can support and influence the development of the individual professional profile.
* The ability to draw on your own particular research and practice in order to explore circus in the business, cultural and social contexts.
* Ability to coordinate teachers in order to support students in their exploration and research.

Performance aesthetic:

* An understanding of the development of artistic practice in the context of individual and group work.
* An understanding of the production process.
* An understanding of the administrative needs attached to the production process.
* Ability to work in a production team with technical staff and creative personnel.

Performance technique:

* A deep understanding of current performance techniques in theatre and/or movement as well as stage craft attributed to individual and group work.
* Have this work feed into students’ individual and ensemble projects and support where needed.
* Ability to support students in merging technique with circus discipline.

Circus discipline:

* Clear understanding of physical preparation in the context of circus.
* A strong circus discipline pedagogical foundation.
* A broad understanding of the different circus disciplines taught at the NCCA.
* Ability to coordinate the delivery of physical preparation in a general context but also in the context of students and their individual disciplines looking at long term goals and objectives.