



## **DANCE CITY JOB VACANCY**

### **BA & MA Programme Leader (Fixed Term for 12 months)**

Thank you for your interest in the role of BA & MA Programme Leader at Dance City.

Dance City is an Equal Opportunities employer, we actively work to ensure an equal opportunities and anti-discriminatory culture for all employees and users and seek to employ people currently under-represented in the creative and cultural sector including young people, ethnically diverse, or Black, South Asian, East Asian, South East Asian and Ethnically Diverse Communities, and people with disabilities.

Enclosed is the following information:

- Summary of Terms
- A Role Profile and Person Specification

#### **How to apply:**

Please complete both the Application Form and Equality Monitoring Form, we do not accept CVs. You should use the Application Form to tell us why you want this role and highlight the skills and experience which are relevant to the person specification in the job description.

Your completed forms should be submitted to Philippa McArdle, HR Coordinator:  
[philippa.mcardle@dancecity.co.uk](mailto:philippa.mcardle@dancecity.co.uk) (Email Subject: BA & MA Programme Leader).

Please note that Philippa works Monday – Wednesday, 9:30am – 5:30pm.

**The closing date for applications: Monday 13 September at 12noon**  
**Interviews and teaching auditions will be held: w/c 27 Sept 2021 TBC**

## Role Profile

<b>Job Title</b>	<b>BA and MA Programme Leader (Full Time, 40 hours per week, for 12 months)</b>
<b>Salary</b>	£36,000 - £38,5000 (per annum)
<b>Department</b>	BA/MA programme
<b>Reports to</b>	Interim Head of HE
<b>Responsible for</b>	Senior Lecturers and Lecturers
<b>Role Purpose</b>	<p>To lead and develop high quality dance education activity delivering the objectives of the Dance City's higher education programmes, particularly the BA (Hons) Professional Dance and, as required, the MA Advance Dance Performance, delivered in partnership with Sunderland University.</p> <p>The post holder will be responsible for managing and the delivery of teaching and learning activity in studio and classroom settings and, where necessary, online. They will be a dance specialist and have knowledge of High Education.</p>

### Key Accountabilities and Result Areas Programme Management

### Key Elements

- Manage the delivery and teaching and learning on Dance City BA (Hons) Professional Dance and MA Advanced Dance Performance programmes
- Work closely with the Interim Head of HE to manage and monitor the department budgets
- Line management of Senior Lecturers and Lecturers; to supervise and monitor performance and meet deadlines
- Ensuring quality outputs and high academic standards of Senior Lecturers and Lecturers, and academic compliance within the programmes demanded by Sunderland University
- To maintain and develop key partnerships for example with Sunderland University and Department for Education
- Lead on course administration processes and delegate across the programme (recording, reporting, admissions, timetabling, examinations, and assessment of progress and student attendance)
- Devising, facilitating, and monitoring recruitment strategies for the BA and

MA

- Leading all audition processes across the BA and MA programmes

**Programme  
Development**

- Collaborate with colleagues in the continuous review and development of the Higher Education programmes.
- Contribute to, and, where appropriate, lead on the development of existing and future programmes.
- Contribute to, and, where appropriate, lead on quality assurance processes.
- Contribute to activities, including research and evaluation, which influence forward-thinking practice.
- Representing the BA and MA at local, national, and international events and in promotional activity, as required
- Evaluate and monitor education outputs
- Working with the interim head of HE to Prepare reports for Education SubGroup, a committee of the Dance City board of trustees
- Working with the Interim Head of HE to prepare reports, collection of data and monitoring as required by Dance City board of trustees, Artistic Director and CEO, Arts Council England, University of Sunderland and other stakeholders.
- Be available to cover teaching, assessment, and other student-facing duties in lieu of Senior Lecturers and Lecturers as necessary
- Work with the Programme Coordinator to manage the VLE, Canvas
- Deputise for the Interim Head of HE on occasion

**General responsibilities**

- To work flexibly and quickly across the department, providing cover when needed for other members of the team
- Be an active team member, willing to support activity in other areas of Dance City's education programmes and beyond.
- Attend staff meetings as required.
- Contribute to marketing activities and recruitment related to the BA as required
- Maintain relationships with external partners as required
- To support, participate and enact Dance City's Equality and Diversity Policy and activities in aspects of the role
- To participate and support in Dance City's Environmental activities
- To participate in cross-departmental activity as required by Dance City

**Student well-being**

- Support Senior Lecturers and Lecturers in their responsibility for pastoral care of students in accordance with the student well-being policy
- Refer students as appropriate to services providing further support, including the University of Sunderland Wellbeing team and/or statutory support

- To identify and communicate on training and support needs to interim head of he

***This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out such other duties as may be necessary from time to time.***

### **Person Specification**

#### **Job Title**

**BA & MA Programme Leader**

#### **Essential knowledge**

- Depth and breadth of specialist knowledge in two or more of the following: contemporary dance technique(s), ballet, dance techniques outside the Western concert dance lineage, dance performance, choreography, dance/arts administration and management, dance teaching and leading (curricular and extra-curricular/community dance), and/or dance history, analysis and research/scholarship
- Knowledge of UK Higher Education processes and landscape, including NQF, recruitment and admissions, and competitor environment
- Demonstrable experience of leading, planning and developing dance education activity

#### **Essential skills and abilities**

- Passionate and committed to dance and expanding their own knowledge of dance
- A high degree of self-motivation and the ability to work effectively under pressure in a demanding work environment
- Strong judgement and the ability to take bold but sound decisions
- Ability to understand Dance City's financial context; and experience creating and managing budgets
- Excellent communication style including presentation and writing skills and ability to represent the organisation at a senior level
- Experience of leading a team and motivating others in a way which empowers
- Advanced pedagogical skills, and the ability to reflect on them
- Ability to motivate, inspire and engage participants from a wide range of backgrounds
- Ability to learn quickly and work under pressure
- Excellent written and oral communication skills
- Proficient IT skills (Microsoft Office, Dropbox, Google Drive)
- Excellent time management, able to meet deadlines

- Motivated professional approach and attitude
- Commitment to healthy and safe working environment
- An understanding and commitment to equality, diversity and inclusion and anti-discrimination
- A strong commitment to environmentally sustainable dance

### Experience

- Teaching, assessment, and administration in Higher Education
- Teaching and assessing students in multiple modes
- Considerable line-management in HE, arts or other working contexts
- Development and innovation of dance teaching and learning methods

**Special Conditions** (e.g. qualifications; requirement to be on site; DBS, etc)

- Qualified with a Master's Degree or above, ideally in dance or significant academic experience in dance equivalent to Level 7 or above in the
- NQF
- Willingness to travel for work
- DBS checks will be required prior to appointment

### Desirable

- Experience of programme design and/or review
- Fluency with discourse on access to Higher Education, and current debates on government policy with regards to HE funding and infrastructure
- Knowledge of North East Dance ecology
- Knowledge of anti-ableism and de-colonising of curriculum