

HIGHER EDUCATION LECTURER

APPLICATION PACK



Pictured: Students from BA programme class of 2023, credit – Tom Banks

PERMANENT, PART TIME

Salary: £29,000 gross per annum, pro-rata

To deliver high quality dance education activity meeting the objectives of the Dance City's higher education programmes delivered in partnership with University of Sunderland.

INTRODUCTION

Thank you for your interest in this opportunity!

This is an exciting time to join Dance City, at a point of transformation for future growth, particularly in the Higher Education team which will be your home base.

We are currently recruiting for two roles, a full-time Senior Lecturer and a part-time Lecturer. In order to balance expertise within our team, we are particularly interested in candidates for either role who have teaching specialisms across:

- choreography
- dance history, analysis, research/scholarship
- dance/arts administration/management

Our mission is to ensure the North East is the best place to dance and experience dance. You'll work in an organisation where you can see the difference you make every day.

If this sounds like you, we look forward to hearing from you.



Anand Bhatt
Artistic Director
& CEO



Catherine Johns
Executive Director

ABOUT DANCE CITY

We believe in the power of dance to invigorate people and communities, and for dance to hold a special place in people's hearts. Our mission is to ensure the North East is the best place to dance and experience dance.

Dance City is the biggest dance house in the North of England, employing around 130 staff and freelancers. We are responsible for dance development in the whole of the North East region and a population of 2.5 million.

We are a **Catalyst, Convener and Creator** of excellent dance and movement experiences from the North East, for the North East and the world.

A Theatre Dedicated To Dance

Dance City has an intimate 240 seat theatre dedicated to showcasing dance performances from the North East, the UK and across the globe.

Dance For Every Body

Pre-COVID we were offering 113 classes a week and generating more than £260K in annual income. We are building back our public participation programme in a challenging landscape.

Dance Careers Start Here

The Dance City Training Academy offers specialist dance training for gifted and talented young people from age 10 through our Centre for Advanced Dance Training (CAT), in partnership with the Department for Education, and our BA (Hons) Professional Dance in partnership with University of Sunderland.

Dance Careers Thrive Here

Public subsidy and surplus commercial income allow us to be at the heart of the art - supporting dancers to live their creative careers. We offer professional artists in the north east free daily dance classes, commission opportunities, CPD, free studio space and much more.

Communities Dance With Us

Dance City is not a building, Dance City has a building. Our engagement team gets generations moving from Berwick to Middlesbrough, Hexham to South Shields, in schools, community centres, parks, playgrounds and more.



HIGHER EDUCATION LECTURER

JOB DESCRIPTION

CONTRACT:

Permanent

SALARY:

£29,000 gross per annum, pro rata

PROBATIONARY PERIOD:

6 months

LOCATION:

Dance City, Temple Street, Newcastle upon Tyne,
NE1 4BR

NOTICE PERIOD:

1 week during probationary period, 12 weeks on
satisfactory completion of probationary period

HOURS:

20 hours per week (0.5 FTE) (Monday to Sunday)
in negotiation, which are usually worked
weekday daytimes but occasionally include
evening and weekend working as directed.

OVERTIME:

Overtime is not paid. Time off in lieu (TOIL) may
be taken for any extra hours worked, as
authorised by your line manager.

Your normal hours of work and pattern of work
may change to meet the needs of the business.
This may involve different starting and finishing
times. As much notice as reasonably practical
will be given of any changes.

ORGANISATIONAL RELATIONSHIPS:

Post holder reports to the HE Programme
Leader. The post holder is responsible for
Module tutors (freelance and/or guest), as
directed by the HE Programme Leader or Head
of HE.

This role may also include travel/overnight stays
for work.

PRIMARY DUTIES:**Teaching:**

- Plan, manage and deliver teaching and learning activities in studio and classroom settings and, where necessary, online across all the specialisms of the programme.
- Use appropriate learning, teaching, support and assessment methods and criteria.
- Identify areas where current provision is in need of revision or improvement, referring findings to senior staff.
- Ensure that module design and delivery comply with quality standards and regulations.

Module Leadership:

- Act as the designated module leader for specified modules, co-ordinating with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Complete module reports and associated administration.
- Attend Module Studies Board (MSB) and Programme Studies Board (PSB) meetings attended by students and University of Sunderland staff as required to report on modules.

- Prepare Module Guides and Assessment Briefs.
- Lead on assessment and moderation for modules.
- Where appropriate, monitor and support module tutors.

Assessments:

- Assess and grade the work and progress of students, providing constructive feedback to students.
- Contribute to formal assessments as first markers and/or carry out second marking on student work across the programme.
- Internally moderate or second mark on designated modules.

Programme administration and development:

- Contribute to course administration processes (e.g., recording, reporting, admissions, timetabling, examinations, and assessment of progress and student attendance).
- Contribute to quality assurance processes.
- Contribute to activities, including research and evaluation, which influence forward-thinking practice.
- Collaborate with colleagues in the continuous review and development of Dance City's education programmes.

Other HE duties:

- Support programme recruitment and marketing activities as required, including offsite recruitment activities.
- To work flexibly and quickly across the department, providing cover when needed for other members of the team.

Student well-being:

- Be responsible for pastoral care of students in accordance with the student well-being and disability policies.
- Act as personal tutor/year tutor, giving first-line support and mentoring to students.
- Refer students as appropriate to senior colleagues providing further support.

General Duties and Responsibilities:

Communications

Employees will actively participate in team meetings, formal and informal, use communications channels respectfully, be responsive to requests from other members of the team, and liaise with managers, trustees and stakeholders as appropriate.

Information Management

Employees will adhere to information management requirements regarding the gathering and analysis of data.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

Equality and Diversity

Dance City is committed to giving everyone an equal chance to live, learn, and work free from discrimination and prejudice. Employees are required to abide by this principle and Dance City policies.

Sustainability and Ethical Practice

Dance City is committed to becoming carbon neutral and to ensuring the highest standards of ethical practice. Employees are required to demonstrate support for these principles.

Appraisal and Personal Development

Employees have a responsibility to commit to the appraisal process and to their own personal and professional development.

Financial Management

Employees have a responsibility to be familiar with Dance City's Financial Policies and to adhere to them.

Health and Safety

Employees have a responsibility to be familiar with Dance City's Health and Safety Handbook and to adhere to all procedures contained within it.

Quality Assurance

Employees have a duty to contribute to continuous improvement in all aspects of the organisation.

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

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES AND QUALIFICATION:

Essential Knowledge:

- Depth and breadth of specialist knowledge in two or more of the following: contemporary dance technique(s), classical dance forms in contemporary application, 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 environment.
- Understanding and commitment to equality, diversity and inclusion and anti-discrimination.

Essential Skills and Abilities:

- Teaching in Higher Education.
- Passionate and committed to dance and expanding their own knowledge of dance.
- Teaching and assessing students in multiple modes.
- Development and innovation of dance teaching and learning methods.
- 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.
- A strong commitment to environmentally sustainable dance.

Special Conditions:

- Relevant Master's degree or equivalent, which may be demonstrated through professional activities.
- Willingness to travel for work
- DBS checks will be required prior to appointment

DESIRABLE KNOWLEDGE:

- Knowledge of North East dance ecology
- Knowledge of anti-ableism and decolonising of curriculum.

HOW TO APPLY

Please send a completed application form, along with a completed Equality Monitoring Form to philippa.mcardle@dancecity.co.uk by 12 noon on Monday 8 July 2024. Interviews will be in person on Wednesday 17 July 2024 at Dance City.

Please note that any offers of employment are subject to two satisfactory references, of which one must be from a current or most recent employer. Evidence of right to work in the UK is also required.



For an informal chat about the role, please contact Dr Gillie Kleiman, Head of Higher Education: gillie.kleiman@dancecity.co.uk

If you require this information in a different format, or would rather submit a video or audio file, please let Philippa McArdle, HR Manager, know and we can enable this to happen.

Dance City actively encourages applications from those with less visibility in the arts. We specifically welcome applications from women, disabled people and those from Black, Asian, ethnically diverse, LGBTQ+ and international backgrounds with the right to work in the UK.

Dance City,
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dancecity.co.uk

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