



# Course Leader, BA (hons) Filmmaking

## JOB SPECIFICATION

Salary 35,000, full-time

April 2018

London Film Academy is a not-for-profit trust dedicated to providing professional film training. Our aim is simple: to enable filmmakers to find their voice in a collaborative, nurturing environment.

In 2018 we are delighted to launch a BA course in filmmaking, in partnership with our validating university. We are looking to appoint a well-qualified, versatile and passionate Course Leader who will have the responsibility of managing the course. The successful candidate will be highly creative and technically adept, with excellent subject knowledge and a thorough understanding of quality management and enhancement.

All courses at LFA are practical and employ tutors & teaching methods that treat students with respect, boost their confidence and allow them to develop essential skills needed in the film and TV industry. To that end, our BA course will retain a practical, industry-facing ethos in combination with conventional academic practice familiar to most UK universities.

The Course Leader will manage, administer and develop the course with particular attention to the pastoral care of students and ensuring that relevant obligations towards our validating university partner are met.

The Course Leader will report to the Joint Principals.

---

## ESSENTIAL EXPERIENCE, SKILLS AND PERSONAL QUALITIES

### Essential

- Academic management experience; At least two years working within a film or multi-media department at a Higher Education Institution within the UK.
- Film and/or TV Production knowledge and experience with a good range of contacts
- Management skills: managing students and film productions; managing a small team
- Leadership & pastoral skills: experience of effective mediation, empathy and face-to-face
- Excellent organisational and administrative skills including good knowledge of Microsoft Office
- Ability to work under pressure and on your own initiative, self-motivated
- Problem solving, multitasking
- Excellent numeracy and literacy skills
- Team player

### Desirable

- Teaching experience in a specific subject area relating to film practice. (This specialist subject area may refer to any of the following disciplines: Directing, Screenwriting, Cinematography, Sound, Producing, Production Design, Editing)
- Experience of teaching generic study skills such as academic writing or research
- Experience of being a personal tutor within a university environment
- Management of facilitating work placements either from within industry or academic setting
- Experience of financial management
- Experience of quality management, including experience of undergoing reviews by QAA
- Experience of partnership work in an academic setting
- Knowledge of film and television festivals/distribution
- Knowledge of Movie Magic Scheduling and Budgeting, Final Draft
- Knowledge of production risk assessment



# Course Leader, BA (hons) Filmmaking

## JOB SPECIFICATION

Salary 35,000, full-time

April 2018

- Purpose of the job:** The main purpose of this role is to establish, manage and develop the BA course to ensure that it is delivered on time, on budget and to agreed quality standards and in line with the LFA vision and the obligations of our validating partner.
- LFA Vision:** Professional film and TV training establishment that delivers on quality, innovation and continued student and graduate development in a collaborative and personable way.
- Reports to:** Joint Principal - Daisy Gili (DG)  
Joint Principal - Anna MacDonald (AM) in absence of Daisy Gili
- Responsible for:** Manages support staff when necessary

## Main Duties

### LFA Vision: Quality

1. Manage selection and recruitment of students for the course in accordance with agreed process and standards (including responding to specific enquiries and interviewing applicants) in collaboration with admissions team.
2. Manage the effective delivery of the curricula, including regular review of lesson plans, observation of teaching methods and regular engagement with students to draw feedback on their ongoing academic experience.
3. Work as and with Module Leaders (where applicable) to source and brief tutors and facilitators, to provide continuity for both tutors and students and in accordance with agreed processes, standards and curriculum framework.
4. Keep course handouts up-to-date and at the highest quality. Manage and oversee LFA's VLE to ensure students can access relevant documentation.
5. Cost, plan and timetable the course in accordance with agreed processes, standards and budget.
6. Oversee development, production, health and safety and deliverables for student productions.
7. Ensure that the LFA Teaching and Assessment criteria are brought to the attention of core and visiting tutors prior to teaching, and oversee the maintenance and circulation of assessment paperwork to tutors and students and reconcile completion criteria marks.
8. Ensure course is delivered in line with LFA Quality Assurance Handbook and meets all the obligations to the validating partner
9. Chair and oversee regular staff and student meetings, including Staff/Student Liaison Meetings, Course Committee Meetings and Assessment Board Meetings.
10. Assist Head of Academic Governance with the Student Disciplinary Rules Procedures & Policies, Poor Performance Procedure and Grievance Procedure.
11. Author and contribute to course evaluation documents such as Annual Course Reviews and Module Reports



# Course Leader, BA (hons) Filmmaking

## JOB SPECIFICATION

Salary 35,000, full-time

*April 2018*

12. Share responsibility for the development and dissemination of marketing materials to support student recruitment.
13. Share with the LFA team responsibility for supporting the Academy's events; when requested attend events and make presentations.
14. Be actively involved in improving overall presentation and appearance of the Academy.
15. Plan and prepare courses and lessons in the context of the subject's scheme of work to ensure all students are provided with every opportunity to realise their potential and achieve their aspirations and goals
16. Teach, set and mark work appropriate to the needs of students to enable them to achieve the highest possible standards in the agreed learning programme

### LFA Vision: **Innovation**

1. Ensure course will reflect current industry practice in an educational environment through:
  - a. Engagement with tutors
  - b. Term debriefs
  - c. Student feedback
  - d. Industry research
2. Work with Joint Principals to foster links with relevant/likeminded institutions and develop collaborations for the LFA.
3. Work with Joint Principals to maximise appropriate earned income opportunities.
4. Propose changes to future incarnations of the course to reflect evolving industry practice. Retain awareness of academic practice, including analysis of relevant subject benchmark statements and course delivery at other Higher Education Institutions.
5. Demonstrate innovative teaching practice in at least one specialist subject area.

### LFA Vision: **Continued student/graduate development**

1. Provide students with pastoral care as required to support their development.
2. Oversee one-on-one careers guidance sessions between students and relevant tutors/industry personnel.
3. Manage deliverables for annual graduation and showcase screenings in accordance with agreed processes and standards.
4. Arrange screenings and student networking sessions – where students from different courses can meet each other and other filmmakers.
5. Develop film and TV industry links leading to job placements and more on-set visits where possible.
6. Oversee facilitation of work placement module; working in partnership with other LFA staff to arrange and monitor work placements for BA Filmmaking Students.



# Course Leader, BA (hons) Filmmaking

## JOB SPECIFICATION

Salary 35,000, full-time

April 2018

### LFA Vision: Collaborative and Personable (behaviours)

1. To contribute to team/organisational work: lead and manage by example, encourage team work; foster a 'can do' and 'getting hands dirty' culture; take responsibility for projects.
2. Collaborate with other departments (ie equipment and admissions) for effective delivery of curricula in context of priorities for whole Academy.
3. Act as first point of contact for BA Filmmaking students and tutors.
4. Mediate and resolve student differences particularly during the production period of the films.
5. Demonstrate model behaviours that are consistent with an open, inclusive and participative style.
6. Encourage a team spirit by inviting tutors and other staff to participate in LFA student/course events.

### KEY TERMS AND CONDITIONS

#### Place of work

London Film Academy's offices are at The Old Church, 52a Walham Grove, London SW6 1QR. Travel around London and the UK may be required.

#### Hours and workload

The standard week 0900 – 1730 Monday to Friday. Time off in lieu is granted if agreed in advance will not be allowed to accrue across leave years. Occasional work on the weekend and/or the evenings may be required (graduation and screenings etc).

#### Holidays

All staff will be entitled to 20 days paid holiday in addition to public and bank holidays in each leave year (January 1 to December 31). No unused holiday entitlement will be rolled into subsequent years unless at the express authorisation by the Joint Principals and no payment will be made for unused leave.

#### Probationary Period

The first six months will be a probationary period.

#### Appraisal

An appraisal takes place once a year with line manager and Joint Principal or LFA business consultant using the Staff Appraisal Policy (detailed in the Staff Handbook).

### APPLYING FOR THE POST

Please apply by emailing a CV, Equal Opportunities Form and covering letter, outlining your interest & suitability for the post to [jobs@londonfilmacademy.com](mailto:jobs@londonfilmacademy.com)

**CLOSING DATE FOR APPLICATIONS: 4pm, 26 APRIL 2018**



# Course Leader, BA (hons) Filmmaking

## JOB SPECIFICATION

Salary 35,000, full-time

April 2018

*It is the policy of London Film Academy to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that London Film Academy reflects the diversity of the communities in which it works. We welcome applications from groups currently under-represented Black, Asian and Chinese and other ethnic minority groups, and disabled people.*