



**JOB APPLICATION PACK:
ACADEMIC ADMINISTRATOR & LECTURER**

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LONDON STUDIO CENTRE: BRIEF HISTORY

The internationally recognised Higher Education Conservatoire, prides itself on training excellent dancers, singers and actors, allowing students to specialise in ballet, contemporary dance, jazz & commercial dance and musical theatre. Whilst also producing graduates who have formed their own companies and established themselves as choreographers, teachers, producers, and directors. London Studio Centre offers a comprehensive suite of programmes including a BA (Hons) Professional Dance Performance Degree for students who are dedicated to the pursuit of excellence in all aspects of the theatre, an MA in Dance Producing and Management, for students looking to move into the production side of dance theatre making, an MA in Dance Performance in all four specialist areas of ballet, contemporary dance, jazz & commercial dance and musical theatre, a Foundation degree in Dance Performance aimed at the exceptionally talented students (from 16 years old), a BA Top Up Professional Performance, an MA in Dance Education and PGCert Professional Dance Teaching for those wishing to enhance their teaching practice.

London Studio Centre is rooted in Western theatre dance forms and enjoys a tradition of dance education dating back to the end of the 19th century, when Leon Espinosa (1825-1904) settled in London. In 1872, he established a school for ballet and related theatre arts, after having trained at the Paris Opera and then danced and taught at the Bolshoi Theatre in Moscow. His son Edouard Espinosa (1871-1950) continued the family tradition as one of the founders of the Royal Academy of Dance and then the British Ballet Organisation.

London Studio Centre's founder, Bridget Espinosa, was heir to this distinguished tradition, to which she contributed her own expertise as a dancer and director. Under her leadership LSC pioneered a multi-disciplined dance education fitted to the needs of the modern world of dance and musical theatre, which included the possibility of university validation of its provision. Her son, Nicholas Espinosa, continued these developments and, in 1995 Middlesex University validated London Studio Centre's BA Honours Theatre Dance programme. The Director, Nicholas Espinosa is also the Chairman of bbodance and a Trustee for Yorke Dance Project.

LSC began life in and around Tavistock Square in central London. In 1987 it moved into property on York Way, next to Kings Cross Station, where it remained until 2012. In 2012 LSC re-located to artsdepot in North Finchley where it has created a unique collaborative partnership with the performing arts venue. The partnership provides the conservatoire with rehearsal and performance spaces that facilitate LSC's high quality training, and the building's bright, contemporary feel has quickly provided the ideal atmosphere for London Studio Centre's home.

LSC's facilities comprise ten dance studios, two fully equipped theatres, drama and singing rooms, a library with IT suite and a lecture room. The triple-height atrium café and social areas also offer ample space for relaxation.

London Studio Centre is committed to providing an education in dance and related subjects for the professional theatre, in an environment where the individual creative talents of each student are nurtured. All programmes we offer maintain the Centre's mission to be a world-class conservatoire for professional dance and musical theatre, enabling artists to reach their creative potential in performance, creation and production and, thereby, shaping the future of the profession. LSC values and offers a holistic approach, one that keeps pace with recent developments in dance pedagogy. Student representation and student surveys contribute significantly to annual course monitoring and make an important and valuable contribution to quality management.

London Studio Centre is accredited by The Council for Dance, Drama and Musical Theatre (CDMT) and is listed as one of CDMT's Accredited Schools. The CDMT ensures the provision of high-quality professional dance, drama and musical theatre training through accreditation of full-time dance and performing arts schools and has provided the industry benchmark of quality assurance for professional dance and musical theatre training in the UK since 1979.

LSC is registered with the Office for Students, providing eligibility for students to obtain Student Finance and access to Visa's for international students. A review of the London Studio Centre by the Quality Assurance Agency for Higher Education (QAA) in May 2022, the UK's independent quality body for higher education, expressed confidence that 'academic standards are reliable, meet UK requirements, and are reasonably comparable' – the highest judgement available through the review process. The review team did not identify specific improvements or areas for development.

The majority of the teaching staff are actively engaged in professional theatre, enabling students to be aware of new techniques and trends. Students are given an unparalleled range of opportunities to gain performance experience, both in-house and in professional venues.

LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. Graduate students have embarked on successful careers, joining companies such as Rambert Dance Company, English National Ballet, Matthew Bourne's New Adventures, Michael Clark Company, Richard Alston Dance Company, Sarasota Ballet, Scottish Ballet, Scottish Dance Theatre, ZooNation, Vienna Festival Ballet, the Royal Shakespeare Company and Royal National Theatre; while others have appeared in leading roles in musicals in the West End and elsewhere including *American Idiot*, *Billy Elliott*, *Cats*, *Charlie and the Chocolate Factory*, *Chicago*, *Hairspray*, *Jersey Boys*, *Les Misérables*, *Mamma Mia!*, *Miss Saigon*, *Matilda the Musical*, *Memphis the Musical*, *Stomp*, *The Book of Mormon*, *The Lion King*, *The Phantom of the Opera*, *Thriller Live*, *We Will Rock You* and *Wicked* to name but a few. Many graduates are also working as independent, creative artists in dance and theatre.



LSC's Mission, Vision and Values

VISION

To be a world-class conservatoire for professional dance and musical theatre, enabling our graduates to reach their creative potential in performance, creation, production, and education, thereby, shaping the future of the profession.

MISSION

To enable students to become innovative and skilled performers, creators, producers, and education managers, at the cutting edge of professional dance and musical theatre through the development and delivery of innovative programmes.

VALUES

London Studio Centre is committed to:

- Excellence in professional practice
- Preserving and developing the heritage of dance and musical theatre
- Engagement with a diverse and representative range of dance forms and celebrating their origins
- Respect for the individual, inclusive of their culture and background
- A culture of health and well-being
- Freedom of thought and expression, fostering academic freedom of speech
- Promoting entrepreneurship and innovation
- A culture of creative opportunities
- Life-long learning and continuing professional development
- Students as partners in quality management and enhancement

Job Description: ACADEMIC ADMINISTRATOR & LECTURER

General Functions:

Responsible for the academic administration of all undergraduate and postgraduate programmes at LSC. To provide lecturing support across the programmes and a broad range of administrative support in order to ensure the smooth running of the Academic Office.



Consultation:

In carrying out their duties the Academic Administrator will consult with the Director, Dean of Studies, Head of Student Programming, Head of Learning & Teaching, Programme Leaders and other staff and students of London Studio Centre, where necessary. It will also be necessary to consult with other outside organisations, including but not limited to, Validating Bodies and External Examiners.

Principal Duties and Responsibilities:

Planning

- Supporting the Dean of Studies with every aspect of the day-to-day management, forward planning and development of the educational programmes at London Studio Centre
- Providing support in managing the contextual studies lecturers, being the main point of contact throughout the academic year
- Assisting in the production of programme and module handbooks, being the main point of contact for the collation of information.

Assessment

- Maintaining assessment records for students on all undergraduate and postgraduate Programmes. Ensuring they are reviewed and are presented accurately at the appropriate time to the relevant validating body assessment board and ensuring the application of the appropriate regulations and procedures
- Creating and distributing all assessment packs and acting as a point of contact for all assessment related queries. Liaising with all academic faculty to ensure all student assessment marks are submitted on time
- Monitoring student submissions on Turnitin and be the main point of contact for all academic misconduct issues
- Managing the deferral and extenuating circumstances process, ensuring the application of the appropriate validating body regulations and procedures
- Liaising with the External Examiners to ensure the moderation of the relevant assessments
- Being proactive in the development of the assessment process in line with best practice in the Higher Education and Conservatoire sector

Programme Support

- Providing contextual study lecture support to the department covering a range of genres and topics
- Providing placement support to the MA Dance Producing and Management Programme. This includes sourcing appropriate placement providers, maintaining and developing relationships with these connections throughout the year. Scheduling the placements with the students in liaison with the Programme Leader, ensuring they are appropriate for the student.
- Recording and facilitating student meetings with the relevant Programme Leaders

- Ensuring all programme specific forms are up to date and available on LSC's virtual learning environment (e.g. student feedback forms)
- Liaising with Registry regarding confirmation of assessments and change of programme queries

Administration

- Act as the secretary for the Academic Board, Board of Studies, Assessment Boards and related meetings, Student Support and Progress Committee, Contextual Studies Faculty Forum and the Learning and Teaching Committee
- Be a member of the Administration Committee, Student Welfare Team and Calendar Team
- Maintaining good management of all records and correspondence, with regular digital filing and archiving to comply with GDPR
- Maintaining all digital assessment recordings and ensure they are archived appropriately and comply with GDPR
- Maintaining and updating information on the website and DIVA throughout the year in line with changes agreed and CMA requirements
- Providing administrative support to the Dean of Studies
- Being aware of the implications of Data Protection, GDPR and UK Visas and Immigration rules on the processing of student data
- Ensuring compliance with all LSC policies and procedures.

General Duties

- Assisting other departments in any general duties to ensure the smooth running of LSC. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Ensuring any interactions with students are documented
- Attending all meetings as designated. To document all meetings that you are involved in, both in and away from the office, in the central diary
- Being available to assist with the smooth running of all productions and various LSC events
- Being available to attend LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Ensuring you are aware of all events and developments in relation to the day-to-day running
- Attending staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

To Whom Responsible:

Director, Dean of Studies

Employment Details:			
Job Role:	Academic Administrator	Line Manager:	Dean of Studies
Contract type:	Full time, permanent following probation	Area of work:	Academic Department
Salary Grade:	Grade 2.0	Salary:	Circa £27-29,000 per annum Depending on Experience
Working hours:	Normally 8.45am – 4.45pm, Mon to Fri	Location:	London Studio Centre, North Finchley

Person Specification:	
Attributes	Essential/ Desirable
<p>Knowledge:</p> <ul style="list-style-type: none"> • Experience of working within Higher Education • Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems • Experience of Academic Administration • Experience of Lecturing • Experience of building relationships with external organisations • Experience of working within a quality assurance setting in HE • Experience of working with Moodle-based Virtual Learning Environment • Experience using a student information system 	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p>Qualifications:</p> <ul style="list-style-type: none"> • Degree level qualification (however candidates with particularly strong experience and no Degree are encouraged to apply) • Masters level qualification • Membership of relevant educational and/or professional bodies 	<p>E</p> <p>D</p> <p>D</p>
<p>Organisation and personal skills:</p> <ul style="list-style-type: none"> • Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure • Excellent numerical, analytical and data management skills • Ability to utilise experience and quickly adapt to new tasks • Ability and willingness to work flexibly to manage workload to changing pressures and demands • Strong literacy skills • Excellent administrative and organisational skills • Proven ability to work pro-actively as part of a team • Positive, can-do attitude • Good time management skills • Ability to deal with confidential and sensitive information • Strong communication and interpersonal skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other:</p> <ul style="list-style-type: none"> • Proactive approach to continuing professional development • An understanding of UK HE policies, practices and academic regulations in relation to student administration and support 	<p>D</p> <p>E</p>

Guidance notes

Application

To make an application, please complete the following:

- CV and cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to humanresources@londonstudiocentre.ac.uk. Applications will be reviewed as they arrive, we therefore recommend early applications however the deadline for applications is **9am, Monday 12th August 2024**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources at the above email or 02075202800.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process

Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview. Interviews will be conducted during August.

The proposed start date is September 2024.

Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/interview.

Final appointment is subject to receipt of satisfactory references.

Equal Opportunities

London Studio Centre is committed to being an Equal Opportunities employer. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector).

Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.