

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Acting Tutor</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Acting</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of visiting acting tutors and directors as agreed with Head of Acting</b>
<b>WORKS CLOSELY WITH:</b>	<b>2<sup>nd</sup> Senior Acting Tutor Other Senior Tutors</b>
<b>LIAISES WITH:</b>	<b>Other Academic and Administrative Staff</b>

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

### MAIN PURPOSE OF POSITION

The Senior Acting Tutor is a key member of the Acting team at Mountview, primarily responsible for the delivery of acting lessons across the Acting, Actor Musician and Musical Theatre pathways, as well as assessing student learning and progression in this area, and contributing to the delivery and development of the acting curriculum as a whole.

Reporting to the Head of Acting, and working alongside the 2<sup>nd</sup> Senior Acting Tutor and other Senior Tutors, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that tuition is responsive to students' individual development and the needs of the professional creative industries.

### KEY RESPONSIBILITIES

#### Training and Tuition

- Deliver acting lessons across the Acting, Actor Musician and Musical Theatre pathways.
- Provide additional support and acting tuition to students working on projects and performances as required.
- Occasionally lead a project, rehearsal or other acting activity as required.
- Contribute to the delivery and development of the acting curriculum as a whole.

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## **Student Learning, Progression and Assessment**

- Ensure that acting tuition is set within a clear, agreed and supportive framework for student progression and development.
- Contribute to student assessment and feedback processes, procedures and meetings.
- Ensure that all acting teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Complete monitoring, assessment and evaluation reports as required.

## **Student Recruitment and Welfare**

- Contribute to the process of recruiting, selecting and auditioning students.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.

## **Staff and Resource Management**

- Assist the Head of Acting with the recruitment, support and management of visiting acting staff.
- Help plan staffing and resourcing for acting work, and work within agreed budgetary parameters and financial policies and procedures.
- Assist with the efficient and effective day-to-day delivery of the Performance programme.
- Maintain the highest levels of health and safety standards, and work within agreed health and safety policies and procedures.

## **Team Working**

- Work collaboratively with other senior tutors and academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the acting team to ensure that key shared goals are achieved and issues resolved.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

## **Other Duties**

- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Specialist Training and Teaching Experience**

- Wide knowledge and experience of teaching a range of acting pedagogies, including improvisation.
- First-rate actor training skills.
- Experience of teaching acting at all levels, particularly as part of a professional vocational training programme.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.

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- Relevant teaching qualification desirable.
- Strong commitment to training the next generation of performers for the professional creative industries.

## **Acting Skills and Experience**

- Relevant degree or equivalent with evidence of vocational training in acting and/or acting pedagogy.
- Knowledge and experience of contemporary theatre and working creatively within the theatre-making process, with professional experience as an actor and/or director.
- Experience and proven ability as a director of workshop productions and industry-standard public productions.
- Knowledge and experience of a broad range of approaches to acting, including acting in musical theatre and acting for screen and recorded media.
- Experience and proven ability of teaching approaches to text for actor training.

## **Personal Qualities and Attributes**

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritise and manage workload and practical delivery of programme of work as required.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.

## **ADDITIONAL INFORMATION**

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

## **TERMS AND CONDITIONS**

**Salary:** Circa £28-29K per annum, depending on experience.

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- Contract:** Permanent, full time.
- Hours:** 40 hours per week, normally 9:00am to 6:00pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business.
- Holiday:** 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

## CLOSING DATE

The closing date for completed applications is **Tuesday 24 September at 9am**.

## INTERVIEWS

Interviews are likely to take place in the **weeks commencing Monday 30 September and Monday 7 October**.

## HOW TO APPLY

Please send a **completed application form** and **your current CV** by email (preferred) to [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk) or by post to Alistair Owen, HR Manager, Mountview, 120 Peckham Hill Street, London SE15 5JT.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.