



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Reflective Practice Tutor (Hourly Paid)
<b>Department</b>	Guildhall School of Music & Drama – Acting Department
<b>Grade</b>	Hourly Paid – Professor 1
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Programme Leader
<b>Responsible for</b>	Students

### **Purpose of Post**

The role holder will be responsible for delivering Reflective and Reflexive Practice work on the 1<sup>st</sup> and 2<sup>nd</sup> Year course within the remit of the Drama Department.

The role holder will play an integral role in the learning experience offered to students within the department, ensuring that the teaching allows students to meet the learning aims and objectives of the relevant modules.

They will assist the Interim Programme Leader and other tutors in Reflective/Reflexive Practice to evaluate and develop the pedagogic effectiveness of the curriculum and the associated assessment regimes. They will implement any developments to ensure that students receive the highest possible levels of tuition, guidance and support in this area and that tuition is technically well grounded, relevant, inspiring and responds to the needs of the acting profession, whilst observing the highest standards of health and safety.

### **Main Duties & Responsibilities**

1. To be responsible for formal scheduled teaching, tutorials and coaching.
2. Monitor the progress and achievement of students throughout their period of study. Report lateness and absence through the prescribed procedures and raising any causes of concern to the Interim Programme Leader for further action where appropriate.
3. Embrace and support the Schools ethos and culture of learning, especially with regard to ensemble training and innovative practice.
4. Assess students wherever applicable in accordance with the regulations relating to the programme of study, in accordance with the principles of assessment set out by the School and good practice within the HE sector.

5. Utilise specialist knowledge in the area of Reflective Practice and Acting training and contribute to programme and curriculum development where appropriate.
6. Contribute to the maintenance of quality and standards across the Acting Department.
8. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post; at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
9. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
10. Undertake any other duties that may be reasonably requested, appropriate to the grade.



<b>PERSON SPECIFICATION</b>	
Job Title	Reflective Practice Tutor (Hourly-paid)
Department	Guildhall School of Music & Drama – Drama Department
Grade	Hourly Paid Professor (Professor 1)

Please find below the key skills, experience and core behaviours required to undertake this post. Evaluation of the will take place at application (A), interview (I) or by means of a test (T)

### **Technical Skills / Professional Qualifications / Relevant Education & Training**

#### **Essential**

- Qualification in a relevant subject (A)
- A sound knowledge and understanding of the work of a range of practices and methodologies for reflective/reflexive practice (A,I)
- Confident with IT and methods of online teaching delivery, such as MS Teams and Zoom (A,I)
- Ability to work flexible hours, including evenings (A)
- Ability to work collaboratively as part of a team (I)
- Exceptional communication skills (A,I)
- Effective time management and organisational skills (I)
- Proven ability to motivate and inspire students to attain the highest levels of achievement (A,I)
- Self-motivated, with a calm and professional approach (A,I)
- Efficient, organised & able to meet deadlines (A,I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A,I)

#### **Desirable**

- Higher degree or teaching qualification in a relevant subject
- Professional qualification in relevant subject

### **Experience Required**

#### **Essential**

- Experience of teaching subject area, preferably in a conservatoire or accredited drama

school (A)

- An understanding and appreciation of theatre and the wider acting profession (A,I)

Desirable

- Evidence of continuing professional development
- Experience of training actors at a professional level
- Knowledge of a range of theorists and practitioners to enhance teaching and performance

### **Recruitment – Note to Applicants**

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The hourly rate of pay for your working hours for teaching will be £73.48 per hour (including holiday pay), depending on experience and standing. You will only be paid for the hours you actually work and for the equivalent proportion of annual leave to which each hour you work entitles you.

### **Contract**

The position is offered on a fixed term basis.

### **Hours of Work**

The times/days when teaching is normally to take place shall be arranged by agreement with your Head of Department before the beginning of each term. For this purpose, terms are deemed to begin in September, January and April (actual start dates will vary each year).

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the last working day of the month.

### **Annual Leave**

The annual leave year runs from 1st September to 31st August each year. Payment in respect of your annual entitlement, equivalent to 28 days pro rata, is included in the total hourly rate of pay for your working hours. Your total hourly rate, therefore, will contain an element equivalent to 1/11th of the hourly rate in respect of your entitlement to paid annual leave. The amounts of total pay and the paid annual leave element are shown in the accompanying letter of appointment.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a one academic year probationary period. Should either party wish to terminate the employment during this period, then one month's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

1 full term notice in writing by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.