

LIPA

THE LIVERPOOL INSTITUTE
FOR PERFORMING ARTS

LIPA
4-19
ACADEMY

Job Description

Job Title	Acting Teacher
Salary Scale	LIPA 4-19 Scale - £25.59 per hour or £29.86 per hour for advanced class (inclusive of holiday pay)
Department	LIPA 4-19 Academy
Responsible To	LIPA 4-19 Programme Leader
Responsible For	No subordinate staff
Number in Post	Varies
Date Drafted	July 2021

Job Purpose

To provide LIPA 4-19 with leading edge expertise in the area of acting and training children and young people to required standards, preparing them for productions and performances.

Major Tasks

1. Deliver teaching sessions to students of different ages (between 7-19 years);
2. Where necessary, to offer individual coaching and advice to students in the area of acting;
3. Work towards and devise an acting presentation for students for their end of year production;
4. Duties common to all LIPA staff.

Job Activities

Major Task 1 - Deliver Teaching Sessions

1. Prepare sessions following the LIPA 4-19 curriculum for each age group ensuring an exciting variety of acting tuition for students of the LIPA 4-19 Academy;
2. Arrange acting productions/presentations, directing students as appropriate;
3. Correct acting technique where necessary;
4. Help students develop improvisational skills;
5. Help students with script reading and interpretation skills;
6. Help students develop characterisation skills;
7. Help students develop an awareness of stage vs. TV/Film acting;
8. Help students develop direction, staging and general stagecraft skills.

Major Task 2 - Individual Coaching and Advice

1. Coach individual students in improving their acting technique;
2. Give advice/guidance to students within the area of acting on:
 - Physical and special awareness;
 - Use of body to express artistic ideas;
 - Choreography skills;
 - Stage presentation and focus.

Major Task 3 - Preparation of Acting Presentations for Term Productions

1. Select appropriate presentations/plays according to student capability;
2. Arrange acting presentations/plays for professional productions;
3. Support dance and singing tutors in terms of bringing dramatic awareness to the other disciplines;
4. Work with other staff to co-ordinate the term productions in terms of presentation, administrative/operational requirements;
5. Co-ordinate the acting students during productions.

Major Task 4 – Common Duties

1. Works flexibly, including contributing to LIPA 4-19 work projects of a general nature;
2. Participates in staff appraisals and training programmes as required;
3. Carries out duties at all times with due regard to Equality and Diversity, Health and Safety and other LIPA 4-19 policies as agreed and revised from time to time.

Notes:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

The teaching sessions will be 3 hours long on Saturdays (although you will be expected to arrive in good time to collect or register your classes). The sessions will run from 9.30am-1pm, and 2:00-5:30pm. Ideally, we are looking for teachers to teach either a morning or afternoon session, however, dependent on applicants' availability and LIPA's needs at the time negotiation will be possible over the hours worked.

Periodically meetings may need to be held in order to plan and inform staff working on the Programme. In these instances, we will ensure you receive payment for your attendance at an appropriate rate.

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Person Specification for the post of Acting Teacher (LIPA 4-19)

		To be identified by:
Education and Qualifications:		
Professional Acting qualification from a recognised institution.	Desirable	Application Form /Certificates
Experience / Knowledge:		
Experience of directing acting presentations/plays for productions.	Essential	Application Form/ Interview
Musical Theatre experience.	Desirable	Application Form/ Interview
Workshop leadership experience (or similar).	Essential	Application Form/ Interview
Experience of working with young people in a teaching environment.	Essential	Application Form/ Interview
Experience of preparing students for examinations at all levels.	Desirable	Interview
Skills and Ability:		
Innovative, creative and adaptable.	Essential	Interview
Ability to work well in a team.	Essential	Interview
Enjoy working with young people.	Essential	Interview
Commitment:		
To Equality and Diversity Policies and Practice.	Essential	Interview
To the provision of a high level of service to the customers of the Academy.	Essential	Interview
Enthusiasm and flexibility.	Essential	Interview