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| Job Title: | BTEC Course Leader |
| Salary: | £24,400 for 4 days/week (based on £30,500 full time) |
| Hours: | Part time – 4 days a week Some weekend and evening work will be required to fulfil the requirements of this post. |
| Reports to: | Chief Executive |
| Location: | St Paul’s Church, Portland Square, Bristol and Kingswood Estate, Kingswood |

The Company

Circomedia was founded over twenty-five years ago by physical theatre expert, Bim Mason and choreographer and performer Helen Crocker. It rose out of the ashes of Fooltime, Britain’s first ever circus school – and ever since has attracted students from all over the world. It is different from many circus schools as there is a heavy emphasis on combining traditional circus skills with physical theatre and creativity. It is this approach to performance that has led to Circomedia being acknowledged as a centre of excellence worldwide.

Artistic policy: Circomedia is committed to the principles of performer as creator and the integration of circus disciplines with theatre in its widest sense.

If performers in circus and theatre are to be able to contribute to the creative process and be more than the vehicle of a director's vision, we believe the development of the individual's creative and performance skills to be of equal importance to those of technical expertise.

Educational philosophy: Our educational philosophy is that it is essential that minds and personalities need developing as much as bodies. Our training has a pragmatic approach to learning for a vocational profession and a holistic approach to teaching each individual.

We ensure that the demands and rigor of good technique are met whilst encouraging people to develop an innovative and imaginative approach to circus and physical theatre. This development is informed by expanding students' range of knowledge of possible styles and approaches

Education is delivered at HE level (Foundation Degree, 3rd year BA top up and MA, in partnership with Bath Spa University, at FE level (BTEC Diploma and Extended Diploma in partnership with City of Bristol College), along with privately funded full time vocational courses, a recreational class programme and a youth circus.

Circomedia also showcases new and emerging work focusing on physical performance through its superb performance venue in central Bristol. Across locations the organisation also strives to build effective working partnerships, be engaged with community events and offer business services to include facility hire and bespoke events packages.

Its development over a quarter of a century means it now has 120 full-time students across all its formal courses, 340 young people regularly attending the youth circus and presents up 60 performances a year.

Circomedia is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults expects all staff and volunteers to share this commitment. The Company also expects all staff and volunteers to share the Company’s commitment to Equal Opportunities within the workplace.

Job Overview

An exciting opportunity has arisen for an exceptional candidate to join our Senior Management Team at Circomedia. We teach aspiring circus and physical theatre students to hone their skills and knowledge in this exciting art form, and are looking for an enthusiastic and committed individual to lead our pioneering and unique BTEC Courses in Performance Practice. In partnership with City of Bristol College we deliver the only full-time BTEC Diploma and Extended Diploma in circus training in the UK.

Established in 2004, Circomedia's BTEC course attracts students from around the country to Bristol. There are currently 34 students across the two years. The course delivers training in circus disciplines alongside physical theatre and dance skills. Alongside this, students learn performance and contextual theory as well as business studies specific to the performing arts. Many of our students go on to further training in Europe or Higher Education course in circus, performance and other creative courses.

The BTEC Course Leader is responsible for leading the two Pearson syllabus, Diploma and Extended Diploma courses at Circomedia, delivered with the support of City of Bristol College. This includes leadership of the staff team, designing schemes of work, liaison with partner organisations and teaching and motivating students. The right candidate will have previous experience in teaching in a further education setting, and have a sound knowledge of FE quality assurance and assessment procedures.

This role is often described as 'the glue' of the course; someone who can hold together all the different elements, can motivate the students and lead the staff team. They are able to share their vision for the course and inspire those around to follow. At the heart of Circomedia is the value of creativity within education and the transformative power of an arts education, the successful candidate will have a passion for the performing arts and working with young people to achieve their full potential.

Key responsibilities:

- To maintain the aims, objectives and methods of Circomedia.
- In conjunction with the CEO and other staff, plan long-term strategies with regard to BTEC or 16-18 provision for staffing, structure and range of activities.
- To contribute to the management and planning of Circomedia as an organisation

Managing and developing the courses

Content and structure

- Lead on the artistic direction of the BTEC course, maintaining the Circomedia pedagogic principles in alignment with BTEC learning outcomes.
- Developing the various strands of delivery in to a cohesive whole whilst maintaining quality of provision.
- Ongoing evaluation and adjustment.

Liaison and development of relationships

- Liaising with the accrediting body, Pearson; responding to any changes and requirements
- Working with City of Bristol College to create an enriching and supported experience for all learners.
- Helping to develop relationships and opportunities with other arts or education providers

External awareness

- To be an ambassador for the BTEC course, and Circomedia as a whole, including networking with youth circuses and schools
- To be part of appropriate national and international networks considering the development of the art-form and pedagogy.
- Keeping abreast of the performing arts sector
- Planning and delivering Open Days

Managing and developing the delivery

Staffing; recruitment and leadership

- To implement and coordinate the new BTEC syllabus in line with Pearson's new methodologies.
- To lead and motivate a team of teachers towards achieving the aims and objectives of the BTEC course
- To timetable and co-ordinate BTEC Courses designing scheme of work according to new syllabus requirements.
- To liaise with relevant members of staff regarding technical and administrative requirements
- Overseeing student recruitment, retention and audition process
- To manage the course budget
- Line management of staff team including professional development of staff.
- Teaching and delivery of workshops and theory sessions both face to face and on-line.
- Coordinate and produce student productions in collaboration with staff team.

Quality assurance

- Liaise with City of Bristol and Pearson as necessary
- Appraise staff and undertake teaching observations and where necessary negotiate improvement plans.
- Planning and delivering INSET
- Ensure paperwork and assessment records are maintained
- Lead on internal moderations and sampling for external moderation

Reference point for students

- Grade assessments and prepare learners for external assessments
- Academic, progression and pastoral advice
- Build collegiate relationships with students both to support them and to enable the student voice to be heard
- Motivate students through their training and learning
- Awareness and adherence to safeguarding and diversity policy, working with the Student support lead.
- **Other:**
- All staff are required to work within Circomedia's policies and to ensure that best practice is observed

This job description is not comprehensive, and duties may change and develop according to future requirements.

Person specification

Essential / Desirable Skills and Qualifications:

- Essential
- > A relevant teaching qualification
 - > Experience of delivering BTEC or UAL Performing Arts Level 3
 - > Module or course coordination and design
 - > Management experience including managing budgets
 - > Exceptional organisational skills and management of multiple priorities
 - > Excellent written and oral communication skills
 - > Proven project management skills and being a good team player
 - > Ability to adapt to fast changing priorities and working environment
 - > Extensive previous work with young people
- Highly desirable
- > Knowledge and understanding of Contemporary Circus and/or Physical Theatre
 - > Knowledge and understanding of national and international wider arts sector.
 - > Experience of directing and facilitation
 - > Working with learners with educational needs
 - > Knowledge of new BTEC Level 3 syllabus