

TRINITY LABAN

**Programme Leader: MA/MFA Choreography
Permanent, Part-Time (0.7 FTE) or 0.8 FTE
dependant on PhD supervision experience**

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Programme Leader: MA/MFA Choreography

Contract: Permanent, part-time (0.7 FTE)

NB: If a successful candidate has a PhD and can supervise projects in dance related areas *the FTE could be risen to 0.8 FTE*

Salary: £51,708- £60,854 p.a. (pro rata) Including LWA

Integral to Trinity Laban are the Programme Leaders who are responsible for the leadership and effective and efficient delivery of specified Programmes. They are charged with creating a learning environment of excellence and contemporary relevance that offers students every opportunity to develop their potential and professional competence and confidence. In doing this, the Programme Leader is recognised and respected within relevant areas of the profession so that strong links and networks can be maintained for the benefit of the Programme and its students.

In conjunction with the Head of Postgraduate Programmes, the Programme Leader is responsible for providing leadership in all aspects of learning, teaching, assessment and quality assurance associated with the Programme, its Modules/Components and teaching staff. They take responsibility for the student experience in relation to the Programme and management of resources associated with the Programme.

Trinity Laban seeks to appoint a suitably qualified Programme Leader for our MA/MFA Choreography Programme. Further details regarding the Programmes can be found on the website.

You will have proven higher education teaching experience, experience in leading/developing programmes/modules/components, outstanding communication and organisational abilities, excellent IT skills and the ability to deal with a busy and varied workload, within a highly creative environment. You will have knowledge of transition pedagogy and experience of supporting a diverse range of learners.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

Closing Date: 23:59 hours BST, Sunday 8th February 2026 (No Agencies)

Interview Date: Tuesday 17th February 2026

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in

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Job Description

Post:	Programme Leader: MA/MFA Choreography
Department:	Dance
Reporting to:	Head of Postgraduate Programmes
Grade:	Grade 8
Contract:	0.7FTE or 0.8FTE dependant on PhD supervision experience, Permanent

PURPOSE OF ROLE

- To lead all aspects of the relevant Programme ensuring consistency with Trinity Laban's mission, strategic aims, and policies as well as the stated aims and objectives of the Programme and the standards set for student achievement.
- To facilitate the development of the Programme in relation to its stated aims and objectives and the demands of degree studies in the specified area(s) of the music profession.
- To manage the Programme Team responsible for the delivery of the programme in relation to academic and other matters.
- To ensure smooth operational management of the Programme
- To maintain and enhance the quality and standards associated with the Programme
- To advise and support Programme staff and students
- To implement specific Trinity Laban Quality and Learning Enhancement initiatives
- Keep under review the provision of human and physical resources and advise the Head of Postgraduate Programmes of any proposed modifications.

MAIN DUTIES

Leadership and Management

- To co-ordinate with the Head of Postgraduate Programmes over matters of programme design, delivery, assessment and quality management, ensuring the programme content and delivery is current, culturally relevant and responsive to developments in the professional arts sector and higher education.
- To ensure that admissions, induction, teaching, learning, and assessment and feedback practices are consistent with best practice in higher education as well as well-balanced, up-to-date and vocationally relevant, liaising with Registry on the implementation of appropriate procedures or policies in respect of the Programme.
- To lead programme development, reviewing Programmes as necessary in relation to artistic, academic, institutional and validation requirements, updating as required Programme level description(s), and overseeing the updating of all individual Module descriptions and associated Module Handbooks/Guides/Moodle pages by Module Leaders (ensuring that all elements of these including assessment rationales/tasks, indicative resource lists, etc. are fully updated annually).

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- To facilitate the effective quality assurance and continual enhancement of the programme, including monitoring and evaluating student and staff feedback, completing annual and periodic programme review documentation, and liaising with, briefing and responding to External Examiners.
- To contribute to strategic and operational planning within the institution, attending a range of committees and meetings as required including chairing meetings of the programme team.
- Module/component leading where allocated.
- Leading and facilitating the engagement of staff on the programme team
- Liaising with relevant departments in support of learning and teaching on the programme including Student Support Advisory Service; Research; Learning & Participation; Production; Costume; Library & Archive; Student Services; Brand & Communications; Registry and Academic Administration; Admissions
- Identifying the resource requirements for the programme and following Institutional procedures for considering these in the context of resourcing all Trinity Laban programmes, for example: staffing; space; specialist dance equipment; capital goods; consumables.
- Contribute significantly to the planning and delivery of the performance schedule through a leading role in the recommendation, development, planning, and scheduling of relevant Departmental, cross-Departmental and Institutional performance.
- Oversee the selection/nomination of Departmental students for ensembles, internal and external performance opportunities, competitions and prizes, enabling and enthusing students to take an active and committed role within Trinity Laban's performance activities.

Staff Responsibilities

- Briefing, advising and supporting Module and Component Leaders and other teaching and support staff associated with the Programme leader line management, acting as the point of reference for information, advice and guidance
- Liaising with support staff who contribute to provision at the associated level(s) of study (e.g. Library, Disability & Learning Support, English Language, etc.)
- Communicating Institutional requirements, policy and information to programme staff when required
- Advising the People and Organisational Department on any necessary staff development and training provision in relation to delivery of the programme
- Undertaking staff appraisal processes inline Trinity Laban's policies

Assessments, Monitoring and Evaluation

- Agree with the Head of Postgraduate Programmes any changes to the annual schedule of assessments associated with the Programme and monitor the procedures for assessment as agreed.
- Oversee provision of Programme assessment information and deadlines by acting on information supplied by the Registry, including monitoring the timeliness of distribution of assignments sheets, assessment feedback and results to students via Moodle (ensuring that results and reports are distributed by the date published on the assessment schedule in accordance with the 21-day rule), and the completion of mark sheets by Module/Component leaders.
- Oversee arrangements for marking/sampling, acting as arbitrator in any cases of disagreement and facilitating reciprocal agreements for sampling which enable the optimisation of the staff team across the Programme.

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- Ensuring that learning, teaching and assessment practices on the programmes are consistent with Institutional practices and benchmarks of good practice in higher education.

Teaching

- Make a substantial contribution to teaching within the Institution as allocated (this may include teaching classes across a variety of degree programmes) and include teaching and supervision at undergraduate level; supervision and guidance for students on the programme and, where relevant, supervision of projects in individual areas of expertise for students on other programmes.
- Ensuring teaching on the programme is conversant with operational administrative systems and mechanisms for quality assurance.

Monitoring and evaluation

- On an annual basis, and in association with the Trinity Laban Registry, to monitor the quality of Moodle-based information associated with each individual Module within the Programme, providing guidance to Module, and as necessary Component Leaders.
- On an ongoing basis to monitor (through sampling) the quality of assessment feedback, ensuring that such feedback is consistent and appropriate, and to report good practice and address and/or notify any concerns to the Head of Undergraduate Programmes.
- On an annual basis, to complete in full the Annual Programme Evaluation template for use by the relevant Programme Committee and/or other Institutional Board/Committee.
- On an annual basis, to complete in full the response to the External Examiner.
- The coordination and completion of module and competent monitoring.

Student Recruitment and Support

- To pursue an active policy of national and international student recruitment in liaison with relevant colleagues and departments, assisting the Artistic Management Team, Head of Brand and Communications (or their deputy) and Head of Student Recruitment and International Relations (or their deputy) in relation to recruitment and publicity.
- To ensure that there are effective channels of communication in place for students to freely and confidently articulate their views, to enable the promotion of continuous re-view and quality enhancement.
- To be available to guide and advise all relevant programme students on matters relating to their personal development, careers and assessment results, to participate in disciplinary or review processes as appropriate and – in all appropriate cases – to refer students to the relevant institutional support structures.
- In liaison with the Student Recruitment Department, taking a major role in developing initiatives and procedures for recruitment of students to the undergraduate programme, participating in recruitment activities, and monitoring recruitment with the relevant staff team(s).
- Acting as an advocate for Trinity Laban, attending a range of events and representing Trinity Laban in educational, professional and/or other contexts as appropriate.
- Recommend, and where authorised to do so, make offers of student places and Scholarships.
- Lead the processes of recruitment, audition and selection of students for the Artform, in collaboration with the Artistic Management Team, the Head of Student Recruitment and International Relations actively participating in the development of new and existing relationships with feeder institutions, other agencies and organisations in the UK and overseas.

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Administration

- Contribute to the administrative process of the department and as appropriate, of the wider Conservatoire.
- Participate in, and make an active contribution to, relevant working groups and committees including Programme Committees, Programme and team meetings, etc.
- Exercise initiative within assigned tasks and execute tasks within a timely manner.
- Organise your own work effectively, prioritising as appropriate.
- Undertake more demanding responsibilities as appropriate.
- Provide written and/or verbal references for students as required.
- Working within the delegated budget allowance for the programme, and authorising timetable and teaching resource usage in consultation with the senior leadership team.

Professional Responsibilities

- Engaging actively in research and professional/scholarly activity.
- Undertaking internal and external professional development activity commensurate with the expectations of the post.
- Developing professional networks and using these networks for the benefit of students and other staff teaching within undergraduate programmes seeking and maintaining relationships with the dance sector including external agencies such as employers, professional bodies, individual artists/educators/professionals.
- Developing and maintaining links between other Trinity Laban programmes, and Departments.

Other

- Undertaking such other duties within the level of the post as may reasonably be required.
- Familiarity with, and compliance with Trinity Laban's rules and regulations including those related to: health and safety; equality and diversity.

THE POST HOLDER MUST:

- Be committed to Trinity Laban's institutional policies.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible.

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive, and the post holder will be required to undertake such

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duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

MA/MFA CHOREOGRAPHY PROGRAMME LEADER

Person Specification

Criteria	Specification	E/D	Measured By
<i>Education / Qualifications</i>	<i>Postgraduate qualification or equivalent professional recognition/attainment in the dance sector</i>	<i>Essential</i>	<i>Application</i>
	<i>PhD or equivalent qualification</i>	<i>Desirable</i>	<i>Application</i>
	<i>Higher Education Teaching Qualification or other equivalent accreditation</i>	<i>Essential</i>	<i>Application</i>
<i>Experience</i>	<i>Programme Leadership within a higher education context relevant to the programme area</i>	<i>Essential</i>	<i>Application</i>
	<i>Versatile and creative educator, with experience of teaching and/or examining at a range of levels and/or in a range of environments at within the Higher Education sector / at HE level 7</i>	<i>Essential</i>	<i>Application</i>
	<i>Active research profile in a relevant/related area/discipline (practice, pedagogy, musicology, etc.)</i>	<i>Desirable</i>	<i>Application</i>
	<i>Established and current academic and/or professional profile in field relevant to the programme</i>	<i>Essential</i>	<i>Application</i>
	<i>Prior experience of research degree supervision (PhD or other relevant Level 8 qualification)</i>	<i>Desirable</i>	<i>Application</i>
	<i>Experience of leading and supporting individuals and teams and development and implementation of systems that support the delivery of work efficiently and to a high standard</i>	<i>Essential</i>	<i>Application/Interview</i>
	<i>Experience of budget management and development</i>	<i>Desirable</i>	<i>Application</i>
<i>Knowledge / Understanding</i>	<i>Demonstrable interest in curriculum development and knowledge of enhancement-led approaches to teaching delivery</i>	<i>Essential</i>	<i>Interview/Presentation</i>
	<i>Knowledge of standard processes and expectations of the higher education sector, including matters relating to learning and teaching, assessment, quality assurance and the facilitation of student-centred learning</i>	<i>Essential</i>	<i>Interview/Presentation</i>
<i>Skills and Abilities</i>	<i>Ability to plan and deliver coherent and appropriate programmes of learning at a</i>	<i>Essential</i>	<i>Interview</i>

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<i>Personal Qualities</i>	<i>range of levels (undergraduate and postgraduate), including relevant formative and summative assessment activities</i>		
	<i>Ability to evidence a research-informed approach to teaching</i>	<i>Desirable</i>	<i>Interview</i>
	<i>Excellent communication skills (written and oral), including ability to operate as part of a team through consultation, co-operation and evidencing mutual professional respect</i>	<i>Essential</i>	<i>Interview/Presentation</i>
	<i>Ability to utilise a range of IT systems/resources confidently and to good effect in relation to communication and in support of pedagogy</i>	<i>Essential</i>	<i>Interview/Presentation</i>
	<i>Ability to deal directly with issues/problems and to seek the involvement/support of others where appropriate</i>	<i>Essential</i>	<i>Interview</i>
	<i>Skilled in use of ICT and virtual learning platforms including operating electronically based systems for both: administrative and creative/learning purposes</i>	<i>Essential</i>	<i>Application</i>
	<i>Ability to establish and maintain effective relationships at all levels and in particular to inspire and motivate students</i>	<i>Essential</i>	<i>Interview</i>

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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Conditions of Service Summary & Staff Benefits

Contract: Permanent, 0.7 or 0.8 FTE dependant on PhD Supervision experience and subject to a one academic year probationary period.

Hours: 24.5 hours per week. Flexible working including regular evening and occasional weekend work is required.

Location: You will be based at the Laban Building, Faculty of Dance, but you may also be required to work at the Faculty of Music's building, King Charles Court, Old Royal Naval College, Greenwich.

Salary Scale: The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 8, £51,708- £60,854 p.a. (pro rata) inclusive of a London Weighting Allowance of £4,319 p.a. (pro rata). Salaries are paid on the last working day of each month direct into bank or building society accounts.

Annual Leave: 40 days pro rata in addition to Statutory, Bank and Public Holidays.

Sick Pay: Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.

Pension Scheme: The successful candidate will be auto enrolled into The Teachers' Pension Scheme, if they meet the qualifying criteria. Employee contributions are dependent on their monthly salary. The Conservatoire currently pays the Employers contribution at the rate of 23.6% of pensionable salary.

Staff Development: A range of Staff Development opportunities are available.

Library: The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.

Car Parking: A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.

Cafeteria: Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.

Events: There is a wide range of music and dance performances each week, many of which are free to members of staff.

Classes: Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.

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Eye Care: *Vouchers for eye tests are available for VDU users.*

Health: *Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.*

Cycle to Work: *A cycle to work scheme is operated*

Give as you earn: *A give as you earn scheme is operated.*

Information on Trinity Laban

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London and regularly perform at its leading venues. To find out more, visit www.trinitylaban.ac.uk