

## **Job Description: Head of Student Welfare and Dance Science Lecturer**



### **General Functions:**

To lead the Student Welfare Department in the implementation of LSC's Health and Wellbeing culture. To ensure that all students are provided with the best opportunity to fulfil their potential. Manage and support the Student Welfare Department. Supporting students through injury triage, managing the Physical Support Scheme and signposting students as appropriate. Maintaining a record of the health and wellbeing of all students on all programmes enabling teaching faculty to support students.

### **Principal Duties and Responsibilities:**

#### *Student support*

- Meet regularly with students who are facing physical, psychological or personal challenges. Assisting them in developing strategies to manage their needs.
- Refer students to relevant qualified professionals either in-house or externally
- Meet with students who have long-term injury or illness to design with them modified timetables and rehabilitation programmes
- Manage and support the in-house team of practitioners including scheduling student appointments, collating notes and liaising on individual cases, with student consent
- Manage LSC's Physical Support Scheme and monitoring the budget to ensure there is no overspend
- Disseminate consented weekly student welfare updates to staff and supporting staff with any student welfare concerns
- Be a member of the Safeguarding Team, working closely with LSC's Designated Safeguarding Lead, to support any safeguarding concerns
- Support students who are interrupting or withdrawing from the programme and supporting returning students
- Meet weekly with the Head of Pastoral Care and relevant staff to review all students
- Liaise with the Performance Coordinator to ensure all students enrolled on any performance activities are fit to participate in line with relevant guidelines
- Liaise with Registry to monitor Student attendance
- Manage the attendance concerns, liaising with the programme leader/s where relevant
- Provide students with resource packs and information supporting their wellbeing during the holidays.
- Ensure meticulous record keeping and confidentiality is upheld during this process

#### *Performance Enhancement*

- Manage the Performance Enhancement Induction with all new students to assist them in developing injury prevention and health and wellbeing strategies
- Manage follow up Performance Enhancement during induction week with second year students

#### *Health and wellbeing initiatives*

- Lead on the development and delivery of Health and Wellbeing days (spring and summer)
- Develop student resources for LSC's Learning Management System
- Provide presentations about the Student Welfare Department at Open Days and liaise with potential applicants to answer any student welfare related queries
- Provide staff training related to health and wellbeing
- Create health and wellbeing information to include weekly in the student and staff bulletins

#### *Administration and Quality Assurance*

- Be a member of a range of meetings, including but limited to the Academic Board, Board of Studies and Assessment Boards
- Chair the Student Welfare Team meeting
- Manage the student welfare database to ensure close management of all student support/needs
- Ensure correct data storage of all student welfare related files
- Maintain and regularly review the policies and guidelines related to Student Welfare
- Contribute to wider strategy and developments surrounding Healthy Dance Practice/Dance Science at LSC

### *Teaching Commitment*

- Teach up to 7 hours per week across levels 4-7 (undergraduate and postgraduate students); in areas such as Dance Science, Healthy Dance Practice and Personal and Professional Development
- Tutor Levels 6 and 7 Research Projects
- Prepare for lectures, marking and feedback
- Be a Module Leader for relevant modules

### *General Duties*

- Provide first aid and mental health first aid as required
- Assist other departments in any general duties to ensure the smooth running of London Studio Centre. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Ensure any interactions with students are documented
- Attend all meetings as designated.
- Be available to assist with the smooth running of all productions and various LSC events.
- Be available to attend LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Ensure you are aware of all events and developments in relation to the day to day running of LSC
- Attend staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

### **To Whom Responsible:**

Director, Director of Studies

### **For Whom Responsible:**

Student Support Services practitioners, including but not limited to the Physiotherapist, Dietician, Counsellor, Osteopath and Soft Tissue Therapists.

### **Consultation:**

In leading the Student Welfare Department, the Head of Student Welfare will work closely with the Head of Pastoral Care, Head of Dance Science and Head of Learning Support. In carrying out their duties they will consult with the Director, Head of Student Programming, Director of Studies, Assistant Director, Heads of Departments, Artistic Directors, Head of Learning & Teaching, and other staff where necessary and students of the London Studio Centre.

<b>Role Details:</b>			
Job Role:	Head of Student Welfare and Dance Science Lecturer	Salary:	Approximately £40k
Contract type:	Full time / Permanent	Area of work:	Student Support
Working hours:	8.45-4.45pm Monday to Friday	Location:	London Studio Centre, Onsite North Finchley

<b>Person Specification:</b>	
Attributes	Essential / Desirable
Experience working within injury management, including triaging injuries and signposting to relevant support	E
Experience working within the performing arts, specifically dance sector	E
Experience lecturing undergraduate and postgraduate students	E
Experience working within Higher Education	D
Experience Safeguarding and Prevent Duty requirements	D
Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems	D
Degree level qualification	E
Postgraduate level qualification – Dance Science / Sports Rehabilitation or equivalent	E
Minimum Level 5 qualification in sports therapy/rehabilitation or equivalent	D
Membership of relevant educational and/or professional bodies	D
Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure	E
Confident to represent the Student Welfare Department and LSC both internally and externally	E
Ability and willingness to balance and work flexibly to manage workload to changing pressures and demands	E
Excellent administrative and organisational skills, specifically with confidential and sensitive information	E
Proven ability to pro-actively work as part of a team, with strong communication and interpersonal skills	E
Positive, can-do attitude	E
Enhanced DBS	E
First Aider / Mental Health First Aider	E
An understanding of UK HE policies, practices and academic regulations in relation to student administration and support	D

# Head of Student Welfare – How to apply

## Application

To make an application, please complete the following:

- CV and cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to [humanresources@londonstudiocentre.ac.uk](mailto:humanresources@londonstudiocentre.ac.uk). **Applications will be reviewed as they arrive, we therefore recommend early applications.**

The deadline for applications is **9am, Monday 13<sup>th</sup> April 2026, Midday.**

If you have any questions regarding the position, please do not hesitate to contact Human Resources at the above email or 02075202800.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process

## Interview

LSC aims to notify candidates regarding interviews as soon as possible after the closing date. **Interviews will be conducted in late April/early May 2026.**

The proposed start date is September.

## Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/interview.

Final appointment is subject to receipt of satisfactory references.

## Equal Opportunities

London Studio Centre is committed to being an Equal Opportunities employer. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector).

## Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.