STAGE & SCREEN PRODUCTION ACADEMY

GROUP
imagine everything

Job Description

The BOA Group is a Multi-Academy Trust comprising specialist academies located in the heart of Birmingham city centre, at the centre of the region's thriving creative and digital industries. While based in Birmingham, our academies attract students from across the wider Midlands region. Since the launch of first school, Birmingham Ormiston Academy (BOA), the BOA Group has grown to include three purpose-built academies, each dedicated to delivering exceptional education in the creative, digital, and technical disciplines.

BOA Stage and Screen Production Academy is a unique, industry-led training academy for 16-19 year-olds, that prepares young people to enter behind-the-scenes roles in the regional Stage and Screen industries. By blending high quality learning with industry-led projects and work-based training, BOA Stage & Screen Production prepares students for a career in film, TV, content, live events, theatre production, and associated fields within the arts and entertainment industry.

At Level 3, students choose from five, full-time pathways:

- Set, Props and Costume
- Lighting and Sound for Live Performance
- Hair and Make-up for Theatre, Film, TV
- Film and TV
- Writing, Directing and Screen craft (Acting)

Each level 3 pathway is underpinned by one or more level 3 BTEC qualifications (worth the equivalent of 3 A'Levels), and includes a professional development programme, industry qualifications, and work placements. Some students also opt to study an additional academic qualification (A'level or GCSE).

At Level 4, students choose from four, full-time pathways:

- Theatre Making
- Film Making
- Acting
- Make-up, Hair and Special Effects

Each level 4 pathway is underpinned by a UAL level 4 professional diploma qualification. This one-year qualification provides a robust framework that combines practical skills development with critical and contextual understanding, preparing students for progression into employment, higher education, or freelance practice within the creative industries.

Our curriculum is designed to address the needs of the industry, and as a result students work regularly on major outward facing projects with partners such as the BBC, Threewise Entertainment, PRG, Screenskills, the Old Rep Theatre, the RSC, Birmingham Royal Ballet, Mission Accomplished, and many others.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Job role	Teacher of Film and TV
Location/Site	BOA Stage and Screen Production Academy
Salary / scale point	M1 – UPS3 (£32,916 - £51,048)
Reporting to	Head of Department – Screen Production
Hours (F/T, P/T, TT, F/Y etc.)	Part time - 0.6 FTE (3 days a week)
Annual leave Allowance	Statutory annual leave plus academy closure periods.

Job Summary

As the Teacher of Film and Television, you will be responsible for the planning and delivery of high-quality teaching in line with the Academy's ethos and its commitment to industry-led education for screen-based production.

We are seeking someone with strong practical and technical experience across film and television production, including camera operation, lighting, sound, and on-set protocols, alongside an understanding of the full production process from pre-production through to post-production. Experience in directing, producing, cinematography, editing, or working in professional film, television, or digital content environments is highly desirable.

You will work across a wide range of Academy and BOA Group film and television projects, collaborating with colleagues from other academies where appropriate. The role involves working closely with teachers, technicians, creatives, and industry practitioners across film and television pathways, while also contributing to major cross-pathway projects, screenings, and live or recorded productions.

You will be expected to collaborate effectively with senior leaders, heads of department, support staff, sponsors, trustees, BOA Group colleagues, and creative industry partners. A key aspect of the role is to foster a supportive and professional learning environment in which learners and staff can thrive, promoting a culture of collaboration, creativity, technical excellence, self-confidence, and high achievement within screen industries.

Main responsibilities

- To plan, prepare and deliver lessons at BOA Stage and Screen Production Academy on level 3 and level 4 courses within the screen department pathways.
- To deliver an exciting, industry-led, destination-driven curriculum and learning experience.
- To work collaboratively to develop course materials and resources that reflect the vision, ethos, and expectations of the academy.
- To mark, monitor, assess and record work according to BOA Stage and Screen Production Academy policies.
- To work closely with key staff from BOA Creative, Digital and Performing Arts Academy on the planning and execution of BOA Group Productions.
- To plan and execute a variety of projects within the Screen Production pathways.
- To lead on and assess learning during production processes.
- To develop course materials to ensure that the department's own policies and procedures reflect the Academy's policies.
- To report to learners and parents, through documentation and by attendance at consultation and open evenings.
- To maintain an up-to-date awareness of the subject areas current trends and developments, educational/industry advances, and personal and professional development.
- To use the SEN register and associated information when planning and delivering lessons and assessing learning.
- To guide learners academic, personal and professional development, as a tutor, in accordance with the Academy's guidelines and procedures.
- To work collaboratively with staff to ensure internal verification processes and procedures are implemented.
- To attend and contribute to department meetings.
- To support and promote the Academy's pledge agreement regarding behaviour for learning.

▪ To exercise a commitment to the Academy's ethos including the equal opportunities policy, health and safety policy and all other current Academy policies.		
▪ To promote events, productions and showcases that display, advertise and promote the pathway and the work of whole academy.		
▪ To keep up to date with current curriculum developments in education.		
▪ To keep up to date with current industry trends within the creative industries and theatre/live events sector.		
▪ To ensure learner's needs are being met in the department through use of the SEN register and associated information.		
▪ To liaise and work with other specialist staff to arrange and monitor work-based learning and placements.		
▪ To engage with creative industry partners.		
▪ To undertake such other duties as may reasonably be required at your initial place of work or at other locations in the Trust.		
Other		
▪ Undergo any training/professional development required to perform the duties and responsibilities of this post efficiently and effectively.		
▪ To be aware of the responsibilities under the provision of the Health and Safety at Work Act in terms of your own safety and the effects of your own actions on colleagues, students, and visitors.		
Experience / Skills Required	**Essential**	**Desirable**
▪ Strong practical skills in film and television production, including camera operation, sound recording, lighting, and basic directing.	*	
▪ Knowledge of pre-production processes such as script analysis, storyboarding, shot lists, call sheets, shooting schedules, and risk assessments.	*	
▪ Experience using industry-standard cameras, lenses, sound equipment, and lighting setups.	*	
▪ Understanding of visual storytelling, composition and continuity.	*	
▪ Competence in post-production workflows, including editing, colour correction, sound editing, and exporting for different platforms.	*	
▪ Experience using industry-standard software (e.g. Adobe Premiere Pro, Avid, DaVinci Resolve, Final Cut Pro, After Effects).	*	
▪ Ability to manage productions on set, including crew roles, time management, and professional on-set etiquette.	*	
▪ Strong understanding of health and safety and safeguarding in film and TV production environments.	*	
▪ Ability to collaborate effectively with directors, producers, technicians, performers, and production teams.	*	
▪ Experience teaching/lecturing in a School, College, or University context.		*
▪ Recent experience of working with young people aged 16-19.		*
▪ Teaching Qualification.		*
▪ Degree or professional qualification(s) in relevant subject.	*	
▪ Good digital and administrative skills.	*	
▪ Ability to work in collaboration with other members of staff.	*	
▪ Thorough, accurate and organised, with excellent time management skills, in order to meet deadlines.	*	
▪ Understanding of assessment for learning strategies and how to use these in the lessons.		*
▪ Good Interpersonal skills, able to demonstrate excellent verbal and written communication skills with a broad range of stakeholders.	*	
▪ Understand behaviour management strategies.		*
▪ Positive attitude to equal opportunities.	*	
▪ Understands how to track student achievement using data and intervention strategies to raise attainment.		*
▪ Good level of understanding of pastoral responsibilities within education.		*

▪ Have the ability to build strong rapport with, and mentor young people.	*	
▪ Interest in own personal development and willing to develop through appropriate CPD opportunities.	*	
▪ **Person Specification**		
▪ Organised, focussed and reliable.		
▪ Ability to demonstrate an enthusiasm for the subject.		
▪ Driven to achieve and exceed targets.		
▪ Remains calm under pressure, resilient, confident and tenacious.		
▪ Sense of humour, resilience and generosity of spirit.		
▪ Flexible and willing to work outside of core working hours to fulfil the requirements of the role.		
▪ Reliable with an attention to detail and a commitment to quality.		
▪ Acts with integrity and professionalism.		
▪ Friendly and personable manner with excellent inter-personal skills; a natural ability to build strong relationships and communicate at all levels.		
▪ Energetic commitment to raising the aspirations of the whole academy community		
▪ The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement.		
▪ Positive and solution-focussed attitude.		
▪ Thrives in a busy, vibrant environment.		
Other Conditions		
▪ All staff are subject to regular Enhanced Disclosure Barring Service checks.		
▪ They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust's vision and values are upheld and promoted.		