

## Job Description

<b>Job Title:</b>	<b>Lecturer (Practice) in Music and Sound Production</b>
<b>Job Ref:</b>	<b>ACI198</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Starting Salary:</b>	<b>£43,811 per annum inclusive of Outer London Weighting rising to £50,136 per annum incrementally each year</b>
<b>Hours:</b>	<b>The duties and responsibilities of a Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities</b>
<b>FTE:</b>	<b>1.0 FTE</b>
<b>Period:</b>	<b>FTC – 12 Months</b>
<b>Reporting To:</b>	<b>Director of Music, Dance and Theatre Programmes</b>
<b>Reporting to Job Holder:</b>	<b>None</b>

### **Role Summary**

The role will be held by an experienced academic with a credible track record of practice and of excellence in teaching. This may be combined with a contribution to academic leadership and management.

### **Job Purpose**

To conduct practice, learning and teaching, and knowledge exchange to the benefit of students, the School, the University and the wider community. To lead on the development of Music and Sound Production in Continuous Professional Development provision.

### **Main Responsibilities**

#### Learning and Teaching:

- Deliver high quality teaching to students
- Design, develop and review teaching activities and materials
- Identify best and innovative practices in learning and teaching and build these into personal teaching practice
- Maintain an understanding of how emerging research in Music and Sound Production can shape and improve the curriculum, and inform personal teaching practice
- Contribute to course/programme review and design
- Give effective advice, guidance and feedback to students, to support their academic progress
- Enhance student experience and outcomes

#### Practice and Knowledge Exchange:

- Investigate and reflect on professional standards and practices and contribute to the presentation and/or publication of findings
- Engage in professional practice activities, such as the provision of advice and/or training to professional groups
- Develop and maintain a network of professional contacts in the sector and the wider community
- Maintain a profile in personal professional practice which has a proven impact on colleagues and practitioners

- Assist colleagues in ensuring that research and/or professional practice has impact beyond academia
- Contribute to postgraduate (MA) teaching and supervision

**Academic Leadership and Management:**

- Lead learning and teaching activities in a particular area as agreed, e.g. module leadership
- Contribute to the administration of the academic programme, by supporting student recruitment, induction etc
- Advise and coach colleagues
- Undertake other activities, such as link tutoring, as required.

**Other Responsibilities:**

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested
- The postholder will actively follow Middlesex University policies including Equality & Diversity policies
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder

**Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- To cover secondment  
The exact date of termination of this contract will depend on the date of the substantive postholder's return to work.

Therefore, this appointment has a defined end date of 12 months, or when the substantive job-holder returns to the job, whichever is soonest.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

**Leave:** 35 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation.

The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## PERSON SPECIFICATION

**Post Title: Lecturer (Practice) in Music & Sound Production**

### **Essential Requirements**

Knowledge, Skills and Experience:

- Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent), or equivalent professional practice experience
- Evidence of international-standard professional activity in music/sound production and composition/design, including for media (e.g. film & games)
- Ability to deliver high quality teaching and assessment in music/sound production and composition/design, including for media
- Positive results in student experience and outcomes at Higher Education (HE) level
- Commitment to attracting knowledge exchange/Continuing Professional Development (CPD) funding/income in domains of Music Sound and Production/media
- Up-to-date production and media experience (including the use of Artificial Intelligence in these sectors), and industry links of benefit to our students
- Commitment to completing formal training in academic practice
- Demonstrable commitment to fairness and the principles of equality and inclusion

### **Desirable Requirements**

Knowledge, Skills and Experience:

- Ability to contribute to other areas of teaching, e.g. songwriting, performance
- Facility with a range of musical styles and genres

### **Parking at Hendon Campus**

There are currently *Regular Parking Permits* and *Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**What Happens Next ?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Dr. Brian Inglis, Director of Programmes for Music, Dance, and Theatre, via email at [M.Dines@mdx.ac.uk](mailto:M.Dines@mdx.ac.uk)

## **Postgraduate Certificate in Higher Education Programme**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

### **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

#### **Either**

- Qualified teacher status: *e.g.* Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

#### **Or**

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

#### **Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University MUST go through academic induction.