

Job Description

Job Title: Graduate Academic Assistant (Music)
Job Ref: ACI7
Campus: Hendon
Grade: Grade 4
Salary: £23,263 to £26,559 per annum inclusive of London weighting

Period: Fixed Term contract – 22 months

Reporting To: Head of Department of Performing Arts

Role Summary

The role will typically be held by a recent graduate and/or postgraduate with a degree in Music. The role will provide support to other academic staff in some/all of the aspects of academic practice in a variety of environments. This could include support for student learning, teaching and assessment, research and/or knowledge transfer activities as well as academic administration duties.

Job Purpose

To provide support to academic colleagues and students and assist in promoting effective learning, teaching and assessment practices and/or to assist in research and knowledge transfer activities.

Main responsibilities

The responsibilities may include part or a range of the duties listed below, and will depend on the specific requirement of the department or service. Activities may vary during the course of the appointment.

Learning, teaching and assessment

Support discipline specific student learning, teaching and assessment under supervision of academics. This may include:-

- Assist academic staff with the development of written and on-line learning resources through gathering and collating information, updating course materials in hard copy or online, photocopying and disseminating materials.
- Provide guidance based on published assessment criteria, on the preparation of assignments. Advise students, face to face and online, about study skills, statistical analysis, writing and presentation.
- Supervise class activities including practical work and live events, which may be in specialist teaching and performance spaces for Music and related workshops.
- Refer any welfare needs or concerns to a relevant member of academic or support staff.

Administration

Support administrative processes within the department/service. This may include:-

- Assist with related administration tasks such as the collation of assessment and other data for review by the academic team.
- Assist in monitoring student engagement.
- Assist with field trips, assessments and recruitment events/open days as required.

Research and knowledge transfer

Support departmental/service research and/knowledge transfer activity under the supervision of academic staff. This may include:-

- Supporting and promoting staff/student practice and research events
- Assisting in the preparation of research bids and or project plans for knowledge transfer
- Contributing to review of the literature or discipline based practices
- Assisting with data collection using a variety of methods

Undertake other activities, as required and commensurate to the grade.

Appropriate training will be provided to support the role and offer career development. The Graduate Academic Assistant will not be expected to be directly responsible for teaching, assessment, research or technical projects.

Hours: 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

Leave: 25 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: Graduate Academic Assistant (Music)

Knowledge, Skills and Experience

Essential requirements

- Academic qualifications in Music, equivalent to a First or Upper Second class honours degree
- Academic and/or professional experience relevant to Music
- Effective organisational skills and attention to detail with the ability to work independently and prioritise tasks
- Proven ability to work as part of a team amongst a diverse range of staff and students
- Engagement with current practice base or knowledge base in Music, with experience of practical music-making (including music notation)
- Communication and presentation skills appropriate to the discipline, including technical proficiency relevant to Music in recording and notation
- Knowledge of and ability in high quality academic writing appropriate to undergraduate level

Desirable requirements

- Ability to use online collaborative tools
- Experience of working in arts education

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<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 are an equal opportunities employer and whilst we consider full time and part time applicants for most posts advertised, this post is not suitable for applicants who wish to work only part time because the core responsibility of the postholder is to provide continuity of support for student learning on a daily basis throughout the academic year.

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 discuss the job in further detail please contact Dr Peter Fribbins (Director of Music Programmes) on P.Fribbins@mdx.ac.uk. If selected for interview, you will hear directly from someone in the Faculty/Service/Campus, usually within 3 weeks of the closing date.