



Job title	Teaching Associate	Job family and level	Research and Teaching Level 4 (Teaching Focus)
School/ Department	Humanities, Music	Location	University Park, Arts Centre Department of Music

Purpose of role

The primary purpose of the role will be to undertake teaching and provide advice as a member of a teaching team within the Department of Music. The post holder will also help to develop new course proposals and may contribute to curriculum development in the Department.

The role holder will have specific responsibility for identifying the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of the following Level One courses: Elements of Music 1 and 2, Repertoires Studies 1 and 2, and Performance 1. The role holder may also be asked to contribute to teaching in other areas of the curriculum such as Dissertation.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To plan and manage own teaching and coursework/exam marking, and provide advice as a member of the Department of Music teaching team in a variety of settings including lectures, small group tutorials, seminars and workshops.	60%
2	Identify the learning needs of students and ensure that the content, methods of delivery and learning materials meet the defined learning objectives of Elements of Music 1 and 2, Repertoires Studies 1 and 2, Performance 1, and such other teaching as may be assigned to the role holder by the Head of Department.	20%
3	To supervise and provide first line support for undergraduate and/or postgraduate student's projects, as appropriate, and contribute to collaborative decision making with colleagues on the assessment of students work to identify and respond to the diversity of students needs.	10%
4	To contribute to the effective management and administration of the Department of Music by performing duties allocated by the Head of Department. This may include limited responsibility for administrative duties in areas such as admissions, time-tabling, examinations, and assessment of progress and student attendance.	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent oral and written communication skills, including the ability to communicate with clarity on complex information. ▪ High analytical ability to facilitate conceptual thinking, innovation and creativity ▪ Ability to creatively apply relevant approaches to teaching and learning support. ▪ Ability to assess and organise resource requirements and deploy effectively. ▪ Ability to build relationships and collaborate with others, both internally and externally. 	<ul style="list-style-type: none"> ▪ Ability to engage and retain the interest and enthusiasm of students and inspire them to learn. ▪ Ability to design course materials and plan to and organise the delivery and assessment of taught courses within an agreed quality framework.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Previous teaching experience of small groups at Higher Education level, especially in musicology or music theory and analysis. ▪ Experience in examining performance assessments at HE level. 	<ul style="list-style-type: none"> ▪ Previous success in gaining support for externally funded research projects.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ PhD or equivalent in relevant subject area or the equivalent in professional qualifications and experience. 	<ul style="list-style-type: none"> ▪ Higher Education teaching qualification (or working towards)



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.



The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scientific content of publications (where requested or provided as part of the recruitment and selection process) as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

