



# NORWICH UNIVERSITY OF THE ARTS

## Graduate Academic Assistants

**BA Fine Art**




**BA Textile Design**

**BA Games Art and Design**

**BA Illustration**

**BA Fashion Communication & Promotion**

**BA Interior Design/Architecture**

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**NORWICH  
UNIVERSITY  
OF THE ARTS**

## Supporting Information

Walk around the campus at Norwich University of the Arts and you will see evidence all around of artists, designers, media producers, makers and innovators at work.

We are one of the great British art schools: a specialist arts, architecture, design and media university that draws on more than 170 years of history but with our focus on the future.

We are renowned for our teaching quality. NUA was awarded Gold in the Teaching Excellence Framework and praised for how we encourage our students through “experimentation, creative risk-taking and team-working.” We were ranked in the UK’s top 10 institutions for teaching quality in the 2018 Times and Sunday Times Good University Guide.

We are also proud of our award-winning campus and facilities. Our 21st century teaching spaces and workshops are housed in renovated buildings with a medieval, Victorian and Edwardian heritage. NUA won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards, and was a finalist in the Buildings that Inspire category of The Guardian University Awards in the same year.

We welcome diversity. Whatever your background, wherever you are from, you’ll be welcomed as an innovator and leading practitioner in your field. You will join a community of creatives and makers who are committed to delivering expert academic tuition and who are supported by visiting specialists from the creative industries. You will work in a stimulating and critically-engaged environment.



NUA was “highly-rated” in the Which? 2018 Student Survey for “Job Readiness” and 94% of our graduates are in work or further study six months after graduation. You will find them in key positions at leading arts organisations, museums, galleries, fashion and textile houses, design and advertising agencies, UX and game development studios, film and media companies across the globe. There are Oscar nominees and BAFTA winners, and rising stars who are honoured across the creative industries: from D&AD Pencil winners, to acclaimed fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ethos and plans for the future.

**Professor John Last OBE**  
Vice Chancellor

For further information on the NUA and our Community please view the [Joining our Creative Academic Community](#) document on our website.



# Graduate Academic Assistants

63 hours over the 2019/20 academic year | Grade 5 | £12.09 per hour

## Committed to equality and valuing diversity.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. All appointments will be made on merit.

Norwich University of the Arts (NUA) is a successful and expanding specialist university, offering high-quality education at undergraduate and postgraduate levels. Our dynamic, contemporary and creative provision in arts, design, architecture and media is delivered from a unique campus in the heart of the City of Norwich. Graduate employability, curriculum relevance and excellence in teaching are key factors in our acknowledged success and national profile.

The University is known for its distinctive research and innovation and is a leading contributor to the cultural and economic life of the city and country, and a distinctive, high-quality specialist university educating the future workforce for the creative industries.

We are excited to be recruiting for new Graduate Academic Assistants for the 2019/20 academic year on the following BA Hons courses:

- Fine Art
- Textile Design
- Games Art and Design
- Illustration
- Fashion Communication & Promotion
- Interior Design/Architecture

The Graduate Academic Assistant is a developmental role for a postgraduate student wishing to gain experience of working in a Higher Education environment with the emphasis on enhancing the student experience.

Working under the supervision of the relevant BA Course Leader, the post-holder will benefit from developmental support including academic mentoring and appraisal.

You will be a strong team player with excellent organisational and communication skills. You will demonstrate an ability to inspire and engage students at undergraduate level in accordance with the approved course syllabus, and to assist with other academic duties as required.

If you want the opportunity to become part of our academic team and feel you meet the person specification we would love to hear from you.

***Applications will only be accepted from candidates who have a good BA (Hons) degree in the relevant area of expertise and are either currently studying or due to commence studying at NUA at postgraduate, MA or MPhil / PhD level.***

***There is still time to apply for a place on our MA courses. Please see our website for further details:*** <https://www.nua.ac.uk/study-at-nua/postgraduate-apply/>

Please read the job descriptions for specific details for each position, and clearly mark on your application form which position you are applying for.

**Closing date:** 5.00 pm on 23<sup>rd</sup> August 2019

**Interviews will be held weeks commencing:** 2<sup>nd</sup> & 9<sup>th</sup> September 2019

# Job Description

## Graduate Academic Assistant – Fine Art

### Reports to: Course Leader – Fine Art

#### Job purpose

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The BA Fine Art team would like to appoint a Graduate Academic Assistant to oversee the curation of the St George's Exhibition space. These spaces are used throughout the year by students for exhibitions, events, and ambitious projects requiring more space than a studio. A GAA with experience of installing exhibitions and with some experience of curating and/or running a space would be highly beneficial. We believe that much more can be achieved through creative use of the project spaces and this offers a tangible and rewarding experience for the GAA.

This is a developmental role for a postgraduate student wishing to gain experience in learning and teaching with the emphasis on enhancing the student experience.

#### Main responsibilities

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- Assist with teaching on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Assist with academic preparation for taught sessions as agreed with the Course Leader before teaching commences and start the taught session in accordance with the published timetable
- Where appropriate, assist with academic duties such as research industry engagement and event organisation
- Attend course meetings, training sessions and review meetings with the Course Leader as required
- Ensure teaching sessions begin on time and engage students for the period specified
- Mark attendance registers for each taught session and to keep records of work undertaken by students as required
- Be familiar with pastoral guidance processes and student services available via the University such as learning support and counselling and direct students towards these resources where appropriate
- Notify the appropriate Course Leader/Dean at the earliest opportunity if unable to attend the meeting of any taught session
- Assist with planning and installing exhibitions
- Work with staff to generate appropriate accompanying print materials for promotion and interpretation
- Liaise with students and act as a broker between students and NUA Staff
- Map activity for Undergraduate students so that they can see how the work they produce/review in the exhibition space can assist them to achieve their learning goals/learning outcomes
- Undertake any other duties of a similar level as required by the Course Leader

# Person Specification

**Job Title:** Graduate Academic Assistant – Fine Art

## Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- Good design skills – for example, to assist with creating signage, promotional print materials etc
- Practical skills with regard to hanging art work and ability to plan and create gallery installations
- You will be a strong team player with excellent organisational and communication skills
- You will demonstrate an ability to inspire and engage students at undergraduate level in accordance with the approved course syllabus, and assist with other support duties as required
- Experience of installing exhibitions and with some experience of curating and/or running a space
- Well organised, practical and with an eye for detail
- Good communication skills
- An awareness of the gallery sector in East Anglia and beyond

## Desirable

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- An awareness of the benefits of experiential learning



# Job Description

## Graduate Academic Assistant – Textile Design Reports to: Course Leader – Textile Design

### Job purpose

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The post holder will provide support and guidance to Textile Design students and applicants, with a particular focus on enhancing technical skills and knowledge through workshop-based learning. The post holder will also build a social media strategy and storytelling approach to digital marketing at a course level.

### Main responsibilities

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- Assist with teaching on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Support students in idea generation and design development, with particular specialisms of knit and weave.
- Develop a learning tool to aid students with technical aspects of their design thinking
- Under the supervision of the Subject Leader and other Textile Design staff, to undertake social media based course promotion through ongoing recording of studio / workshop learning, identifying stories and potential course narratives for marketing strategies.
- To undertake any duties related to the post in negotiation with the Course Leader

# Person Specification

**Job Title:** Graduate Academic Assistant – Textile Design

### Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- Good communication skills and an awareness of creative design processes in textiles
- An interest in/experience of developing innovative approaches to linking visual research and design development for a range of learners
- An understanding of the technical processes involved in at least two areas of textile design
- Strong awareness of the potential for social media for marketing purposes

### Desirable

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- An interest in knit and weave of printed textiles

# Job Description

## Graduate Academic Assistant – Games Art and Design Reports to: Course Leader – Games Art and Design

### Job purpose

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The BA Hons GAD team are looking to appoint a Graduate Academic Assistant for the 2019/20 academic year. This role offers the successful candidate the opportunity to gain first-hand experience in a range of teaching practices and support undergraduate students with familiarity of the subject areas, course and its requirements.

Tasks and duties will range from workshop support, assisting group crits, technical assistance, operational duties, through to the (supported) delivery of sessions to students with their research projects in years one and two.

### Main responsibilities

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- Write lesson plans and lectures with supervision from the Course Leader and subject-specific staff
- Assist with delivering lessons, crits and lectures on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Engage with outreach activities and events where appropriate and available
- To help undergraduate students with academic research relating to their subject specialisms
- To undertake any duties related to the post in negotiation with the Course Leader

# Person Specification

**Job Title:** Graduate Academic Assistant – Games Art and Design

### Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- Knowledge of Game theory, including an awareness of the historical and cultural contexts
- An ability to frame a broad range of arguments through academic writing to a diverse group of learners
- An interest in pedagogy in Higher Education

### Desirable

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- Awareness of different learning styles and the need to develop learning materials appropriately

# Job Description

## Graduate Academic Assistant – Illustration Reports to: Course Leader – Illustration

### Job purpose

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The BA Illustration team would like to appoint a Graduate Academic Assistant to work with the illustration staff and students to further embed relevant careers and industry focus in Year One, by supporting students to research and document these ideas within their project work.

### Main responsibilities

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- Assist with teaching on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Work in studio sessions with student groups, alternating to supporting students in their library and contextual research activities. This will include assisting students in locating relevant information and images
- Support students to integrate career and industry focus into their research material and documentation
- Work with students to collate industry research and reflection
- To undertake any duties related to the post in negotiation with the Course Leader

## Person Specification

**Job Title:** Graduate Academic Assistant – Illustration

### Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- An understanding of illustration practice and contexts
- Research and communication skills
- An ability to support and engage Year 1 students
- An interest in how illustration operates within the creative industries

### Desirable

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- Experience of the freelance illustration employment sector and/or publishing



# Job Description

## Graduate Academic Assistant – Fashion Communication & Promotion

Reports to: Course Leader – Fashion Communication & Promotion

### Job purpose

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The BA Fashion Communication and Promotion team would like to appoint a Graduate Academic Assistant to assist students in developing primary research skills alongside delivery of infographic design sessions, facilitating student debate and assisting in graphic/visual design crits with FCP students and staff.

### Main responsibilities

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- Assist with teaching on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Conducting research exploration sessions - including primary research techniques and library exploration sessions
- Delivering infographic/visual design sessions (Adobe InDesign)
- Leading student discussions/debates around key contemporary issues affecting the fashion industry and markets and assisting in graphic/visual design critiques alongside core academic staff
- To undertake any duties related to the post in negotiation with the Course Leader

# Person Specification

**Job Title:** Graduate Academic Assistant – Fashion Communication & Promotion

### Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- Experienced in and enthusiastic about conducting research (through a range of media from primary questionnaires to academic texts)
- Proficient with Adobe InDesign
- Experienced with creating Infographics, Research Sketchbooks and graphic publications

### Desirable

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- An understanding of marketing principles and how they relate to the fashion industry

# Job Description

## Graduate Academic Assistant – Interior Design/Architecture

Reports to: Course Leader – Interior Design/Architecture

### Job purpose

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The BA Interior Design/Architecture team would like to appoint a Graduate Academic Assistant to assist with setting up a materials and technical library for the two courses, to provide students with a tactile and visually well-presented library of materials and products from industry, to assist the learning of students on year one and year two Interior Design and/or Architecture degree courses.

### Main responsibilities

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- Assist with teaching on undergraduate courses in accordance with the approved course syllabus and programme of teaching sessions as specified, to prepare schemes of work with the agreement of the Course Leader
- Devise a visually compelling and useable catalogue/storage system of materials
- Negotiate with the Industry Liaison Group from both courses
- Research, collect and curate contemporary and exciting new construction materials and present these in a manner that is helpful to the learning and practice of the students and staff

# Person Specification

**Job Title:** Graduate Academic Assistant – Interior Design/Architecture

### Essential

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- You will have a good BA (Hons) degree in a relevant discipline, and be currently studying at NUA at postgraduate, MA or MPhil / PhD level
- An interest in materials and construction
- A strong understanding of materials and their potential within the fields of architecture and interior design
- An interest in sustainability, circular design and eco principles

### Desirable

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- A knowledge of archiving, materials libraries, collections management

## Further information

### **Equal Opportunities**

All members of staff are required to support the University's policy on equal opportunities and to ensure that their work practices reflect that commitment.

### **Health & Safety**

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

### **Policies & Procedures**

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

### **Staff Development**

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

### **Confidentiality**

Maintain confidentiality regarding all aspects of work.

### **Variation to Job Description**

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require

# General Information

## Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Professional Services staff.

## Duties

The duties and responsibilities are outlined in the job description contained in the post details pack.

## Starting Date

These positions are available from October 2019 for the academic year 2019/20.

## Hours of Work

The standard hours of work for Graduate Academic Assistants is 63 hours across the academic year.

## Salary

The salary scale for this post is Grade 5. Point 18, which is £12.09 per hour.

## Pension

Employees have the benefit of joining an excellent defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 19.5%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you.

You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

## Interview Expenses

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to prior approval. You will be required to provide receipts for expenses claimed. If you are offered the position and decline the offer, expenses will not be reimbursed.

## Qualifications

Candidates invited for interview will be required to bring their original certificate as proof that they hold the qualifications listed as essential on the person specification for this role.

## Eligibility to Work in the United Kingdom

If you are invited for interview you will be asked to provide original documentary evidence of your eligibility to work in the UK. This will normally be your current passport. Candidates will be provided with a list of documents that can be provided as evidence.

## Overseas Applicants

If you are from outside the European Economic Area (EEA), you will need to obtain a visa through the UK Border Agency's Points Based System in order to work in the UK. More information on this is available on the Visas and Immigration section of the Home Office website.

For a skilled worker from outside the EEA to obtain a visa under Tier 2 of the Points Based System, the University must issue a valid Certificate of Sponsorship. Before this can be issued, the University must be satisfied that the post cannot be filled by a settled worker and that the individual will meet the points requirements of Tier 2.

# Application and Recruitment Process

## Accessibility

If you require copies of documentation in alternative formats, large print or Braille, please contact the Human Resources Department.

## Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for you to read before you complete your application form.

- Job Description – provides information about the main duties and responsibilities for the position. It also describes the purpose of the post.
- Person Specification – sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role. Candidates will only be shortlisted if they meet all the essential criteria.

## Application Form

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

These notes give guidance on completing the application form and also further information with regard to the post and the recruitment process.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756278 or by emailing [jobs@nua.ac.uk](mailto:jobs@nua.ac.uk).

Applications should be completed in full and should preferably be typed.

You may submit your application form electronically to [jobs@nua.ac.uk](mailto:jobs@nua.ac.uk). By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

## Supporting Statement and Additional Information

Space is provided on the application form for you to write a statement in support of your application. You may wish to enclose additional sheets which should be clearly marked with your name and the position you are applying for.

Your statement in support should address all the criteria listed under the person specification and state how your previous and present experience enables you to satisfy each of the criteria, using specific examples that are relevant to the job. This will enable the short listing panel to assess your knowledge, skills, experience, abilities and qualifications against the requirements of the post.

If you have been out of paid employment for a time, or have never been employed, you may have transferable skills or experience gained through voluntary/unpaid work or domestic, social or community activities that you undertake.

## Education/Qualifications

In your application you should give details of examinations passed and any professional qualifications or awards obtained. Please provide details of the grade (if applicable) and the date of the award. If you are invited for interview you will be asked to bring the original copies of the qualifications as set out in the essential and desirable person specification which will be copied and checked against your application form.

## Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

## Referees

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is able to comment on your skills and abilities required for the post.

If you are not currently working, or have never been employed, you should give the name of someone who knows you well. This should not be a friend or relative.

References will not normally be taken up unless you are provisionally offered the positions. All offers of employment are subject to receipt of satisfactory references.

## Equal Opportunities Monitoring

Norwich University of the Arts is committed to equality and diversity. All applicants will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation.

As part of its commitment to equality and diversity we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To help us with this commitment, all applicants are requested to complete and return the Equal Opportunities Monitoring form as part of their application. Information on the form will be treated as confidential and will be used in accordance with the requirements of the General Data Protection Regulations and Data Protection Act as set out in the Job Applicant Privacy Notice. The information will be used for statistical purposes only, other than for the successful candidate as the data will form part of their personal confidential record. The form will be detached from your application form before this is given to members of the short listing or interview panel.

## Submission of Application Form

Completed documentation must be submitted by:

**5.00 pm on 23<sup>rd</sup> August 2019**

This is a strict deadline and we regret we are unable to accept late applications.

The University cannot be held responsible for application forms which are lost or delayed in the post. If you post your application form, please ensure there is sufficient postage for the size and weight of the envelope.

Application forms should be emailed to [jobs@nua.ac.uk](mailto:jobs@nua.ac.uk) or posted to:

Human Resources Department  
Norwich University of the Arts  
Francis House  
3-7 Redwell Street  
Norwich  
NR2 4SN

## Interview Arrangements

If you are shortlisted for interview you will normally be contacted by telephone or email by a member of the Human Resources Department.

The date of the interviews is:

**Week commencing 2<sup>nd</sup> and 9<sup>th</sup> September 2019**

If you have been unsuccessful in your application we will write to you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants are asked to bring proof of eligibility to work in the UK to their interview. This will normally be in the form of a passport which will be checked and a copy taken by a member of the Human Resources Department. For the successful candidate the copy will be held on the personal confidential file. Documents copied for unsuccessful applicants will be destroyed 12 months after the end of the relevant recruitment process.

## Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical questionnaire.




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**I would like to take this opportunity of thanking you for your interest in the position.**

**If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756278 or by emailing [jobs@nua.ac.uk](mailto:jobs@nua.ac.uk).**