

Academies Assistant Recruitment Pack

Part-Time (16 hours a week)

Closing date: Mon 15th April 2024

Salary: £6,000 per annum

South Asian Arts-uk (SAA-uk)
is the centre of excellence in
South Asian classical music and dance





Our Mission

To enrich people's lives through engagement and participation in traditional and contemporary South Asian music and dance.

Our People

We are a small, unique team, made up of a collection of dedicated individuals from diverse backgrounds, with distinct experiences, knowledge, and skills. For all our differences, one thing we have in common is our love for ensuring the arts and culture are made accessible to everyone and as far reaching as possible.

Since our creation back in June 1997, we have been a pioneering charity organisation, focused on celebrating and teaching South Asian classical music and dance, as well as pushing the boundaries of how traditional and contemporary South Asian arts are taught, performed, and experienced by audiences.

Our ambition is to grow the SAA-uk Education team, and this role is an integral part of that. The ideal candidate is an enthusiastic individual rooted in, or interested in learning more about South Asian music and dance, seeking to help develop the work of a national arts organisation.

We are looking for an Academies Assistant with expertise in working with or around young people, to help the Music and Dance Development Officers in the smooth running of the Academies, which include our End of Year Showcases in July, our Summer School, and much more.





SAA-uk is a registered charity (charity registration no.: 1080292) and is dedicated to preserving South Asian artistic traditions by maintaining their relevance to contemporary communities in Leeds. With this aim, we wish to grow our artistic programmes through the four pillars of: talent development, excellence, cultural relevance, and collaboration.

The SAA-uk culture centres around honesty, integrity, accountability, responsibility, resourcefulness, and resilience. We strive to achieve excellence in all that we do and are looking for someone to live and breathe these values with a well organised approach, proactivity, and professionalism.

The ideal person will be an ethical, committed individual, providing pastoral care and supporting participants, parents/guardians and tutors, and generally assisting the Music and Dance Development Officers in the smooth running of the Academies. They must be comfortable to cover all responsibilities in the case of absence of another staff member, after the training is fully completed.

Academies Assistant Role

The **Academies Assistant** will be highly driven individual, an excellent communicator with strong organisational skills, aware of South Asian & British South Asian social/cultural attitudes and practices, able to demonstrate punctuality and reliability while maintaining strong relationships with SAA-uk team and participants.

Key responsibilities of regular tasks include, but not limited to:

- To prepare classrooms in a format that is appropriate for the teaching of Indian Classical Music,
- Set up music system, login Zoom account, check the dance floor is safe to dance with bare feet for Indian Classical Dance classes,
- To set up and stock the kitchen for teas, coffees, and biscuits,
- To conduct a Health and Safety check of classrooms and amenities and notify teaching staff and participants as they arrive for their classes throughout the afternoon if there are any issues,
- To ensure that all tutors and participants are registered in and out each week,
- To make a note of any comments or complaints about the Academy and notifying the Music/Dance Development Officer,
- To provide pastoral care for students waiting to start classes or to be picked up,
- To build effective and respectful relationships with the SAA-uk's staff, volunteers, and participants,
- To clear all classrooms back to the original setup and lock up at the end of the evening,
- To be part of all classes WhatsApp groups.

Person Specification

Essential

- Some knowledge of Indian Classical Music and Dance, or an interest to learn,
- Fluent in English spoken and written,
- Knowledge, awareness of and/or sensitivity to South Asian & British South Asian social/cultural attitudes and practices,
- Punctual, trustworthy, and reliable, able to commit to evening and weekend work,
- Reasonable physical strength for light manual work (for instance, lifting tables, stacking chairs, moving furniture, assisting students with instruments upstairs),
- Client-facing experience: able to communicate with a diverse range of people with ease and confidence,
- IT proficiency: comfortable using laptop/tablet and programmes such as Microsoft Office, OneDrive, Zoom, Google Classroom, Google Meet,
- Experience of working with or around young people,
- Knowledge of safeguarding practices and procedures,
- Knowledge of data protection practices and procedures.

Desirable

- Ability to communicate in Punjabi/Hindi/Urdu,
- Safeguarding training,
- Data protection training,
- Manual handling training,
- Experience of working in an educational setting.

Terms of the Brief

Salary: £6,000 per annum

Contract type: 16 hours per week during term time on: Sundays (2-7.30pm), Tuesdays (3.30-9.30pm), Thursdays (5:30-8:30pm)

PLUS End of Year Showcases in July

and during Summer School (8:30-5:30 for 7 days in July/August)

Work location: Term time - The Sikh Centre, 192 Chapeltown Road, LS7 4HZ and Northern School of Contemporary Dance, 98 Chapeltown Road, LS7 4BH

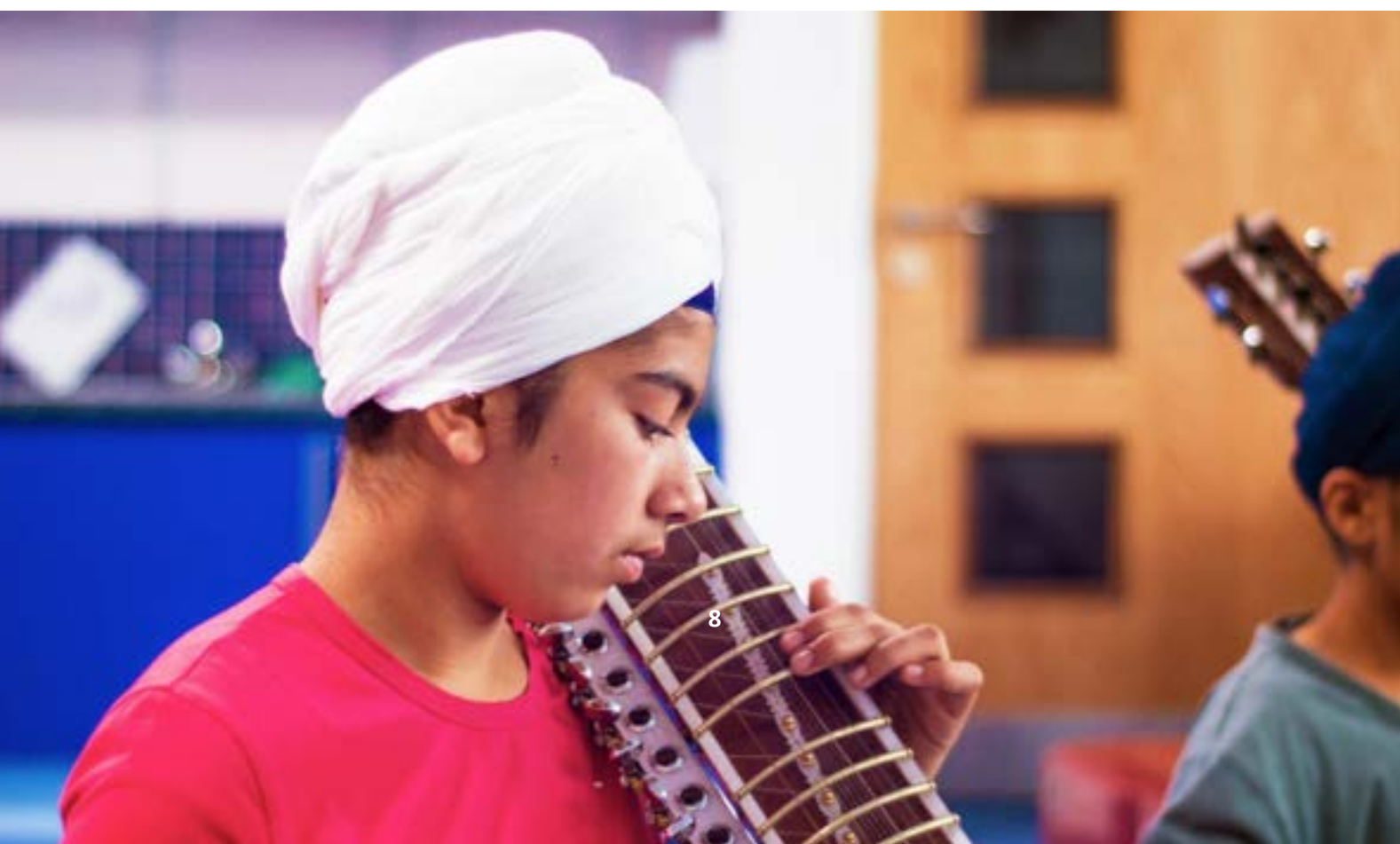
Reports to: Senior Creative Manager, Music and Dance Development Officers

Key Dates

Closing date: Monday 15th April 2024, 5pm

Start date: Sunday 21st April 2024

Probation Period: 3 months



How to Apply

To apply, please send a CV and cover letter explaining why you are the right person for the job to education@saa-uk.org by **Monday 15th April 2024** at **5pm**.

The successful candidate will be required to submit evidence of an up-to-date DBS check or undertake one before commencing the role.





South Asian Arts UK (SAA-uk)

Company registered in England No. 3391845 | Charity Registration No. 1080292