

FURTHER PARTICULARS FOR THE ROLE

Lecturer in Learning & Teaching in Higher Education

Centre for Learning, Innovation and Professional Practice (CLIPP)

Reference Number R110197

Closing date: 17 June 2011

Interview date: 13 July 2011

Contents:

Role description	1
Candidate profile	2
Outline terms and conditions of appointment	4
Further advice , equal opportunities statement and data protection	6



ROLE DESCRIPTION

Lecturer in Learning Innovation

Job Purpose

The post of Lecturer in Learning and Teaching in HE is designed to contribute to the academic delivery on the Postgraduate Certificate in Professional Practice (PGCPP) and Aston University Certificate in Learning and Teaching (AUCLT). The person will be responsible for the day-to-day support and delivery of the PGCPP to enhance the learning experience for undergraduate and postgraduate students and staff. The post holder will play a role in the design and delivery of a Masters / Doctoral level award in L&T in HE, and will also be expected to contribute to the delivery of seminars and workshops in L&T within the Centre for Learning, Innovation and Professional Practice (CLIPP).

Responsibilities

- To contribute to the academic delivery and assessment of the PGCPP and AUCLT.
- To act as personal tutor for PhD students (and other support staff) engaged in the AUCLT programme.
- To contribute to the design, development and delivery of a Masters / Doctoral level award in L&T in HE.
- To undertake appropriate research in L&T, including the publication and dissemination of this research both internally and externally to the institution.
- To contribute to the generation of income for curriculum development / L&T from international, national and regional sources.
- To assist in devising evaluation strategies and implementation programmes for the University strategy for Learning and Teaching.
- To collaborate actively inside and outside the University to develop links with professional bodies such as the HEA, HEA subject centres, SEDA, SRHE, JISC, etc. to keep the University informed about advances and innovation in curriculum development and L&T.
- To liaise with staff in the Learning Development Centre and Learner Enhancement Team to ensure active collaboration and understanding within CLD in CLIPP.
- To act as the CLIPP representative on appropriate University committees and/or working groups, regularly feeding back to the Programme Director/ Director of CLIPP.
- To deputise for the PGCPP/AUCLT Programme Director where required.

PERSON SPECIFICATION

MOA = Method of assessment

Application Form (AF) Interview (I) Presentation (P) Written Task (WT)

	ESSENTIAL	MOA
Education/Qualifications	A good degree	AF
	PhD (in Education or Learning & Teaching subject is desirable)	AF
	Postgraduate qualification in Teaching and Learning in HE	AF
Experience	Experience of motivating and supporting staff	AF, I
	Experience of delivering an academic development programme	AF, I
	Experienced and dedicated teacher in Higher Education	AF, I
	Knowledge and experience of effective learning and teaching in Higher Education.	AF, I, P, WT
	Experience of curriculum design and development	AF, WT, I
Aptitudes and Skills	Involvement in research, with publications in L&T	AF, I
	Competency in aspects of technology enhanced learning	AF, I, P
	Creative approach to problem solving	I, P, WT
	Enjoys working in a team environment	I, P
	Good time management skills	P, WT
	Able to be flexible and work independently	I, WT
Other	A strong interest in developing effective practice in L&T in HE	I, P
	Commitment to Equal Opportunities	AF, I

	DESIRABLE	MOA
Education/Qualifications	Fellowship of the HEA	AF
Experience	Experience of managing an academic programme	AF, I
Aptitudes/Skills	Research skills – quantitative and qualitative	AF, I
	Academic writing skills	AF, I, WT
	Familiarity with national developments in L&T and professional practice in HE.	I, P
	Understanding of Leadership & Management in HE	I

OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

- Term of appointment:* The minimum period for which initial appointments are made is normally five years, with the possibility of transfer to continuing appointments.
- The appointment is Grade 8 and the salary range for this grade is £31,798 - £35,788 per annum. Upon successful promotion this will rise to Grade 9, with a salary range of £36,862 – £44,016
- This appointment will be subject to the Terms and Conditions of Service for Academic (Teaching) Staff. Copies of these Terms and Conditions are available on <http://www1.aston.ac.uk/staff/hr/my-aston/>
- Holiday entitlement:* 30 days in addition to up to 13 days per annum usually taken on specified public and university holidays.
- Pension:* Eligible staff are offered a defined benefit pension with USS. Details of which can be found at <http://www.uss.co.uk/Pages/default.aspx>.
- Research start up fund for new academics:* Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University.
- Performance related pay:* In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
- Consultancy:* Academic staff (Lecturers, Senior Lecturers, Readers and Professors) are permitted to use up to 50 days per annum for consultancy activities provided that the University is safeguarded against conflicts of interest (including IPR), indemnified against financial risk, fairly reimbursed for the use of any University facilities and provided that the activities undertaken do not detract from the contributions to Aston for which he or she is being employed.
- The University's policy paper 'Consulting Policy at Aston', is made available to newly-appointed academic staff during their induction.
- Qualifications:* Successful candidates will be required to produce evidence of their qualifications upon joining the University.
- Teaching qualifications:* It is the normal expectation that all teaching staff who are not able to satisfy the requirements of an advanced teaching qualification (such as the University's PG Certificate in Professional Practice (PGCPP))

on appointment should be able to do so within two years of appointment. This may be extended to four years in exceptional circumstances or where staff hold part-time posts.

Relocation: Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.

Medical examination: It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system. Candidates should check their eligibility to enter or remain in the UK **in advance of making any job application** using the [points-based calculator](#) on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

Document checks: As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the UK Border Agency website.
www.ind.homeoffice.gov.uk.

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.

FURTHER ADVICE

Please contact Dr Anne Wheeler, for an informal discussion about the post.

Tel: +44(0) 121 204 5227 Email: a.wheeler@aston.ac.uk

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

Jessica Butler	HR Advisor	+44 (0) 121 204 4568	j.butler@aston.ac.uk
Jenni Medza	HR Assistant	+44 (0) 121 204 4590	j.medza@aston.ac.uk
Nadine Ataya	HR Assistant	+44 (0) 121 204 4570	atayanf1@aston.ac.uk

EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages applications from all groups represented in the wider community at a local, national and international level. The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see: <http://www.aston.ac.uk/staff/equalops/>

An Equal Opportunities Monitoring Form is included with the application form.

DATA PROTECTION ACT 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.