

Appointment details

Teaching Associate in Sociology and Policy



Closing date 31st May 2013

Ref: 130128

Contents

- ▶ About Aston University
- ▶ Welcome from Professor Dame Julia King
- ▶ Sociology and Policy group
- ▶ Job description
- ▶ Person specification
- ▶ Salary and benefits
- ▶ How to apply and the selection process
- ▶ Outline terms and conditions

▶ About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston's vision is to be the UK's leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston's strategy 'Forward to 2020' describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- ▶ In the Top 5 for Graduate Employability in the UK and Top 40 worldwide
- ▶ Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- ▶ Carrying out world class research that leads to the creation of practical and applicable solutions for the challenges of the future, and contributes to the

development of research leaders and entrepreneurs

- ▶ Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- ▶ Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- ▶ Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston's small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.



Welcome from Professor Dame Julia King

The HE sector is currently experiencing an unprecedented scale and pace of change, combined with a high degree of ambiguity and uncertainty. Those universities able to adapt swiftly to a changing and increasingly competitive market will thrive. As a small, focussed University we have the advantages of agility, innovation and team working that some of our competitors do not. Our integrated placement year, our applicable, exploitable research, and our commitment to widening participation all help to make Aston distinct.

Our research legacy will be determined by our performance in the REF. If we perform to our true potential we will have a successful outcome, with greater and more stable income streams, growing numbers of links to business and a stronger international research reputation.

Teaching quality and the student experience must also continue to be an important focus. Like a number of other highly ranked institutions, we need to continue to improve student feedback and assessment, and we must continue to do all we can to address the needs of students.

We very much look forward to receiving your application and learning more about how you would contribute to Aston's continuing success.

A handwritten signature in black ink that reads 'J King'.

Professor Dame Julia King
Vice-Chancellor



SOCIOLOGY AND POLICY AT ASTON

Whilst both disciplines have a long history at Aston, the formation of the Sociology and Policy Group within the School of Languages and Social Sciences is relatively recent. The Group has grown strongly and enjoys a strong and stable level of recruitment to its undergraduate programmes. We are now seeking to make an appointment as a maternity cover during the academic year 2013-14.

We have a strong commitment to high quality teaching and learning, and incorporate our research into both undergraduate and postgraduate programmes. The Group has also expanded its undergraduate and Masters degree portfolio in recent years with the first cohort of Single Honours Sociology graduating in 2010 and a new Masters in Public Policy and Social Change beginning in 2011. In 2011, Sociology was in the top 5 departments for student satisfaction in the National Student Survey, and Sociology was ranked 9th in the UK in the 2013 Guardian University Guide. Most recently, the Group was proud to have been awarded the 2013 *Excellence in Teaching Sociology Award* by the British Sociological Association (BSA) and the Higher Education Academy (HEA).

The Group is also currently developing its research profile around two core themes: Inequality, Diversity and Social Justice; and Critical Policy Analysis, and is looking for scholars who can contribute in these areas. The Group has a number of key aims in research:

- A shared commitment to develop research which has social benefit
- A shared commitment to ethical engagement within research
- To enhance the impact of our research
- To foster interdisciplinary research within and external to the University

Further details of our research and teaching can be found on the website:

<http://www1.aston.ac.uk/lss/research/subjects/sociology/>

Full-time members of staff in Sociology and Policy in 2013:

Chair in Sociology and Policy, position currently vacant

Dr Chris Bolsmann, Senior Lecturer in Sociology, Associate Dean for Learning and Teaching

Dr Anneliese Dodds, Senior Lecturer in Public Policy

Dr Crispian Fuller, Lecturer in Public Policy

Dr Steve Garner, Senior Lecturer in Sociology

Ajmal Hussain, Research Associate in Sociology

Dr Pam Lowe, Head of Sociology and Policy, Senior Lecturer in Sociology

Dr Sarah-Jane Page, Lecturer in Sociology

Dr Peter Quaife, Tutor Coordinator for Sociology

Dr Chrissie Rogers, Senior Lecturer in Sociology

Dr Karen West, Senior Lecturer in Public Policy

► Job description

Role summary

We are seeking a highly motivated and talented individual to join the Sociology & Policy subject group to make a significant contribution to teaching in the discipline at undergraduate and postgraduate levels.

Responsibilities

Teaching

- To be responsible for the content and delivery of undergraduate and postgraduate modules in social policy and contribute to the sociology programme.
- Specifically, to teach or contribute to policy modules such as Public Policy Making (Level 1), Comparing Public Policies (Level 2) and Modern British Governance (Level 3)
- To supervise undergraduate dissertation projects in line with expectations of other academic members of the group.
- To teach students at all levels and to carry out the associated examining processes including setting and assessing coursework.
- To provide academic tutorial support and advice to students.
- To use a range of methods and techniques in teaching, learning and assessment.
- To engage in the regular evaluation and development of modules for which you have responsibility, in terms of content, delivery and assessment.
- To undertake second marking as required by the subject group

Other related activities and functions

- To carry out specific (School) roles and functions as may be reasonably required (e.g. Personal Tutor, Representative on Staff-Student Committee), these being equitably distributed across the academic staff.
- To take part in the work of University or School Committees.
- To engage in training programmes in the University (e.g. through Staff Development) which are consistent with the needs and aspirations of the Teaching Associate and the School.
- To support diligently quality assurance measures within the University (e.g. by reviewing delivered modules annually, setting and receiving student feedback questionnaires).
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.



► Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A 2:1 or above at first degree level and a Masters in a relevant discipline 	Application form
Experience	<ul style="list-style-type: none"> • Sound subject knowledge and experience of teaching in the area of Sociology at undergraduate level 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> • Excellent teaching skills and the ability to produce teaching materials • Ability to take part in course and programme development • Ability to harness IT as a research and teaching tool together with experience of virtual learning environments such as Black Board. • Competence in IT skills and Internet use including the ability to undertake word-processing, e-mail communication and web-based internet retrieval are crucial for the daily tasks of this post • Strong organisational skills • Professionalism, diplomacy, and good interpersonal skills, including the ability to communicate effectively with a wide range of people and maintain professional interactions with colleagues as well as working well as a team member 	Application form, interview and presentation
Training and Development	<ul style="list-style-type: none"> • A commitment to undertake further training as appropriate and to acquire new skills and adopt new procedures as and when required 	Interview
Other	<ul style="list-style-type: none"> • Commitment to enhancing the student experience • Commitment to observing the University's Equal Opportunities policy at all times • A high level of personal integrity, adaptability and flexibility, including readiness to innovate and to adapt to the fast changing environment of Higher Education • Commitment to attend the University as and when required for scheduled teaching, relevant meetings and student support 	Interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> • A PhD (attained or in progress) • Postgraduate Qualification in Teaching & Learning in Higher Education, AHEA membership or equivalent qualification • Membership of relevant professional bodies 	Application form
Experience	<ul style="list-style-type: none"> • Successful teaching experience at Postgraduate level • Experience of initiating and conducting and publishing research 	Application form

▶ Salary & benefits

This post is offered on a fixed term basis to cover maternity leave from 1st September 2013 until 30th June 2014. The salary range is £30,424 to £36,298 pro rata, per annum on Grade 8.

Working pattern	29.2 hours per week (0.8fte)
Holiday entitlement	30 days pro rata, per annum, in addition to 13 days public and university holidays pro rata, per annum.
Pension	Eligible staff are offered a defined benefit pension with the University Superannuation Scheme (USS).
Performance related pay	In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
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.

Visit our website: aston.ac.uk/hr for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

► How to apply and the selection process

Please visit our website aston.ac.uk/jobs to apply online. If you do not have internet access, call 0121 359 0870. The reference number for the vacancy is R130128.

Closing date for applications 31st May 2013

Interview date 25th June 2013

For an informal discussion about the role, please contact either Dr Pam Lowe, Head of Sociology and Policy, Email: p.k.lowe@aston.ac.uk, or Professor Simon Green, Deputy Dean of the School, Email: s.o.green@aston.ac.uk

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

Catherine Evans
HR Advisor
+44 (0) 121 204 4596
c.m.evans@aston.ac.uk

Sarah Taylor
HR Assistant
+44 (0) 121 204 4573
s.l.taylor@aston.ac.uk

► Outline terms and conditions of the appointment

Teaching Qualification	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.
Qualifications	Successful candidates will be required to produce evidence of their qualifications upon joining the University.
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	<p>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.</p> <p>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.</p>
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 .
Equal opportunities	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>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.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
Data Protection Act 1998	<p>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 will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>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</p>

and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr

Aston University
Employable Graduates
Exploitable Research

Aston University
Birmingham B4 7ET

www.aston.ac.uk

