

Candidate Brief

## Senior Teaching Fellow

**Reference:** R180030

**Salary:** Grade 10, £49,149 to £56,950 per annum

**Closing Date:** 23.59 hours GMT on Monday 05 March 2018

**Interview Date:** To be confirmed

EXCELLENT  
DIFFERENT  
DISTINCTIVE  
ASTON



## **Job description**

**Job Purpose:** To contribute to and enhance the teaching activities of the School by delivering courses, assessing and examining courses and supervising dissertation projects.

At this grade, leadership should impact at a strategic level and on a School-wide basis.

### **Main Duties/Responsibilities:**

- ▶ To lead the design and content of specific areas of teaching and learning within the School's undergraduate and postgraduate programmes, liaising with professional bodies where relevant.
- ▶ To teach undergraduate and postgraduate students using an appropriate range of learning and teaching methods and techniques.
- ▶ To carry out the associated assessment and examination processes using an appropriate range of assessment methods and techniques.
- ▶ To provide academic support and advice to undergraduate and postgraduate students.
- ▶ To lead the regular evaluation and development of the content, delivery and assessment of modules.
- ▶ To ensure that all aspects of course delivery meet required standards and achieve learning objectives.
- ▶ To lead on, develop and influence teaching activities within the subject area.
- ▶ To act as mentor for new teaching staff.
- ▶ To supervise undergraduate and postgraduate dissertations and projects.
- ▶ To take a leading role in an appropriate range of other responsibilities such as course committees, quality assurance processes and promotional activities.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Degree in a relevant subject or equivalent relevant professional qualification.	Application form
<b>Experience</b>	<p>Experience of applying relevant analytical skills.</p> <p>Substantial experience of applying learning and teaching techniques and methods or substantial experience of applying theoretical knowledge in a relevant professional setting.</p> <p>Experience of preparing and presenting information in a clear and concise way.</p> <p>Experience of supporting and mentoring colleagues on teaching practice.</p> <p>International and/or intercultural experience.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Excellent presentation skills.</p> <p>Up to date knowledge and expertise in discipline.</p> <p>Ability to communicate effectively in English.</p> <p>Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities.</p> <p>Ability to liaise with and interpret requirements of relevant professional bodies.</p> <p>Ability to lead, manage and motivate teaching and administrative colleagues and lead programme team meetings.</p> <p>Good organisational skills including the ability to meet deadlines.</p> <p>Good IT Skills - including MS Office packages and internet use.</p> <p>Competence in the use of virtual learning environments such as Blackboard and Pebble Pad.</p>	Application form, interview and presentation
<b>Personal qualities</b>	<p>Approachable, patient and reliable.</p> <p>Self-motivated.</p> <p>Committed to equal opportunities Committed to own personal development.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>Masters degree in a relevant subject or equivalent relevant professional qualification.</p> <p>Hold or be near completion of a PhD</p> <p>Membership of a relevant professional body.</p> <p>Recognised postgraduate teaching qualification (ideally in HE).</p>	Application form
<b>Experience</b>	Active participation with professional body.	Application form
<b>Aptitude and skills</b>	<p>An understanding of issues affecting students.</p> <p>Knowledge of e-learning facilities and techniques.</p>	Interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Dr Jack Carnell

Job Title: Head of Engineering, Systems & Management

Tel: 0121 204 3029

Email: [j.carnell1@aston.ac.uk](mailto:j.carnell1@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

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

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** 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.



The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within 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 will 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, Codes of Practice 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](http://www.aston.ac.uk/hr)