

Candidate Brief

Lecturer in Linguistics

Reference: R180201

Salary: Grade 8/9 £32,548 - £47,722

Contract Type: Fixed Term for 5 years with possibility of a continuing appointment

Basis: Full Time

Closing Date: 16 May 2018

Interview Date: 5 June 2018

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

To contribute to, develop and enhance the research and teaching activities of the School of Languages and Social Sciences, and in particular in relation to Corpus Linguistics/Digital Humanities

Main Duties/Responsibilities:

Research

- ▶ Pursue innovative and high-quality research in Linguistics that is consistent with the School's research priorities
- ▶ Seek external funding for well-defined research projects on an individual or collaborative basis
- ▶ Publish the outcomes of research in outlets of national and international standing
- ▶ Foster research among students at postgraduate level
- ▶ Collaborate in research initiatives with colleagues in the School of Languages and Social Sciences, as appropriate
- ▶ Take part in the research activities of the departments and any of the School research centres as appropriate, and in more informal research workshops

Teaching

- ▶ Make a substantial contribution at different levels to the School's undergraduate programmes, particularly on English BSc, MA programmes and research degree programmes on the BSc French programme.
- ▶ Contribute to programme development and module coordination at undergraduate level.
- ▶ Supervise research at postgraduate/research level.
- ▶ Be available for consultation with students in keeping with the School's practice
- ▶ Provide guidance and feedback in accordance with the School's requirements and procedures.
- ▶ Take part as directed in the School's examining processes.
- ▶ Offer a diverse and appropriate range of methods and techniques in teaching, learning and assessment.
- ▶ Demonstrate initiative in curriculum development and innovative practice in teaching and learning support.

Other Related Activities and Functions

- ▶ Contribute to the overall activities of the School as determined by its Executive Dean
- ▶ Participate in the meetings of the English Department and Languages and Translation Studies, as well as in the meetings of other School bodies as determined by the Executive Dean
- ▶ Contribute to the administrative duties of the School through the exercise of designated responsibilities as determined by the Executive Dean
- ▶ Participate in the School's personal tutoring scheme for undergraduates
- ▶ Participate in activities related to student recruitment, including participation in Open Days and Sixth form conferences
- ▶ Take part in staff seminars and other related School activities
- ▶ Represent the interests of English and Modern Languages within the School and the University, in the national HE arena, and internationally
- ▶ Undertake such other duties as may be reasonably required by the Executive Dean.

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
Education and qualifications	<p>A good degree in Applied Linguistics/Linguistics.</p> <p>A doctorate in an academic discipline relevant Applied Linguistics/Linguistics.</p>	Application form
Experience	<p>Teaching and coordinating courses at various levels in higher education.</p> <p>Experience of producing teaching materials.</p> <p>Experience and good knowledge of the UK Higher Education system.</p> <p>An emerging record of publishing research outcomes.</p> <p>Demonstrable ability to contribute to teaching in:</p> <ul style="list-style-type: none"> ▶ Corpus and other computational /digital approaches to the study of language ▶ French as a language of instruction 	Application form, interview and presentation
Aptitude and skills	<p>Have a credible strategy for high-quality research outputs leading to REF 2021;</p> <p>Willingness and ability to contribute to the Centre for Language Research at Aston;</p> <p>Ability and willingness to secure research funds from external sources.</p> <p>Excellent oral and written communication skills in English and French.</p> <p>Ability to take part in module and programme development.</p> <p>Ability to provide tutorial and pastoral support to undergraduate students.</p> <p>Strong organisational skills.</p> <p>Competence in IT skills and Internet use, including an ability to undertake word-processing, e-mail communication and web-based internet retrieval.</p> <p>Ability to prepare teaching materials for the Blackboard virtual learning environment.</p> <p>Professionalism, diplomacy, and interpersonal skills are extremely important.</p>	Interview and presentation

	Essential	Method of assessment
	Ability to liaise well with colleagues and to work as part of a team.	
Other	<p>Commitment to observing the University's Equal Opportunities policy at all times.</p> <p>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Interview

	Desirable	Method of assessment
Education and qualifications	Postgraduate Certificate in Teaching & Learning in Higher Education.	Application form
Experience	Experience with e-learning and the development of e-learning material.	Application form, interview and presentation

How to apply

You can apply for this role online via our website 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.

Contact Information

Enquiries about the vacancy:

Name: Professor Urszula Clark

Job Title: Head of the English Department

Tel: 0121 204 3819

Email: u.clark@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website 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

