

Candidate Brief

Teaching Associate – Politics and International Relations

Reference: R180446

Salary: £33,199 to £39,609 pro rata
[Grade 8]

Contract Type: Fixed Term (18
months)

Basis: Part Time (21.9 hours per
week – 0.6 fte)

Closing Date: 23.59 hours BST on
Friday 16 November 2018

Interview Date: Friday 30 November
2018

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

The Department of Politics and International Relations seeks to appoint a Teaching Associate to be responsible for the content and delivery of undergraduate and postgraduate modules as directed by the Head of Department.

Main Duties/Responsibilities:

Teaching

- ▶ To be responsible for the content and delivery of undergraduate and postgraduate modules in Politics and International Relations as directed by the Head of Department. This is likely to include teaching on Diplomacy and Soft Power, but will also include teaching of other aspects of the discipline.
- ▶ 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, notably in the supervision of undergraduate dissertations.
- ▶ 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) as directed by the Head of Group.
- ▶ To take part in the work of University, School or Group 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.

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 a relevant discipline.</p> <p>A doctorate in a relevant social science discipline, either completed or submitted for examination</p>	Application form
Experience	Sound subject knowledge and experience of teaching in the area of Politics and / or International Relations at undergraduate level.	Application form and Interview
Aptitude and skills	<p>Excellent teaching skills and the ability to produce high quality teaching material, especially but not exclusively in the broad area of International Relations and Diplomacy</p> <p>Ability to take part in module and programme development.</p> <p>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.</p> <p>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.</p> <p>Strong organisational skills.</p>	Application form and Interview
Training and Development	A commitment to undertake further training as appropriate and to acquire new skills and adopt new procedures as and when required	Interview
Other	<p>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.</p> <p>Commitment to enhancing the student experience.</p> <p>A high level of personal integrity, adaptability and flexibility, including readiness to innovate and to</p>	Interview

	Essential	Method of assessment
	<p>adapt to the fast changing environment of Higher Education</p> <p>Commitment to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p> <p>Commitment to observing the University's Equal Opportunities policy at all times.</p>	Interview

	Desirable	Method of assessment
Education and qualifications	Postgraduate Certificate in Teaching & Learning in Higher Education, or equivalent qualification	Application form
Experience	Experience of initiating, conducting and publishing research.	Application form and Interview

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: Dr Balazs Szent-Ivanyi
Job Title: Senior Lecturer
Tel: +44 (0)121 204 3299
Email: b.szent-ivanyi@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 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.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. 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.



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

