

Candidate Brief

Teaching Associate (French)

Reference: R180469

Salary: £33,199 - £39,609 per annum pro rata [Grade 8]

Contract Type: Fixed term (until 15th June 2019)

Basis: Full time

Closing Date: 23.59 hours GMT on Friday 23rd November 2018

Interview Date: Monday 17th December 2018

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Job description

Job Purpose:

The principal objective is to make a significant contribution to teaching French in the Department of Languages and Translation Studies.

Main Duties/Responsibilities:

Teaching

- ▶ Contribute to the teaching of French at all UG levels, including the Languages for All (LfA) programme, and liaise for this purpose with the Director of LfA, the French Programme Coordinator, the Head of the Department of Languages and Translation Studies, and other members of academic and support staff within LTS and LSS.
- ▶ Deliver and/or coordinate language modules such as French Ab Initio, French Language Skills, and LfA modules from beginners to advanced levels. Classes will be taught during the day as well as in the evening.
- ▶ Participate fully in marking and assessment processes.
- ▶ Develop learning materials and contribute to on-going programme and curriculum review.
- ▶ Provide student supervision, support, guidance and feedback in accordance with the School's requirements and procedures, and provide academic support and advice to all assigned students and personal tutees.
- ▶ Promote the use of a wide range of methods and techniques in teaching, learning and assessment, including the development of suitable teaching material.
- ▶ Be familiar with e-learning and willing to participate in e-learning projects, including development and use of e-learning materials for teaching and independent study.
- ▶ Undertake administrative duties associated with School business competently, effectively and reliably.
- ▶ Be a committed, professional and co-operative colleague, working well as a team member in the School, and representing the School creditably and effectively to the outside world.
- ▶ Be willing and able to respond constructively and creatively to new demands, challenges and circumstances, and be prepared to manage change pro-actively.

Other related activities and functions

- ▶ Contribute to LTS outreach and PR activities such as Masterclasses, Residential Weekend, or Cultural Days, as required by the French Programme Coordinator.
- ▶ Carry out specific roles within the French section as may be reasonably required (e.g., course convenorship, social events coordinator), these being equitably distributed across the academic staff.
- ▶ Take part in the work of School Committees as required.
- ▶ Engage in training programmes in the University (e.g. through Staff Development) which are consistent with the needs and aspirations of a Teaching Associate in the School.
- ▶ Support diligently quality assurance measures within the University (e.g. by reviewing delivered modules, setting and receiving student feedback questionnaires).
- ▶ 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	A research degree (PhD or equivalent) - a submitted thesis by the start of the contract - in a relevant academic discipline.	Application form
Experience	<p>Experience of teaching and coordinating language modules at all levels.</p> <p>Experience of producing teaching materials.</p> <p>Experience of teaching French through the medium of the French language.</p>	Application form, interview and presentation
Aptitude and skills	<p>Native or near native competence in French (spoken and written), and an excellent command of English.</p> <p>Competence in e-learning.</p> <p>Excellent teaching skills.</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 material for the Blackboard virtual learning environment.</p> <p>Professionalism, diplomacy, and interpersonal skills are extremely important.</p> <p>Ability to liaise well with colleagues and to work as part of a team.</p> <p>Commitment to observing the University's Equal Opportunities policy at all times.</p>	Application form, interview and presentation

	Desirable	Method of assessment
Education and qualifications	<p>Postgraduate Certificate in Teaching & Learning in Higher Education, or equivalent qualification.</p> <p>Qualification in Teaching French as a Second Language.</p>	Application form

	Desirable	Method of assessment
Experience	Experience of administration tasks within a HE department.	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: Raquel Medina

Job Title: Senior Lecturer

Email: r.medina@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

