

Candidate Brief

# Teaching Fellow & Senior Teaching Fellow in Accounting

**Reference:** R180522

**Salary:** £33,199 to £58,089 per annum [Grade 8 to 10]

**Contract Type:** Continuing

**Basis:** Full Time

**Closing Date:** 23.59 hours BST on Wednesday 12 December 2018

**Interview Date:** Thursday 17 January 2019

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## Job description

### Job Purpose:

***Please note that dependent upon the skills and experience of the applicant, this position may be offered at either a Grade 8, Grade 9 or Grade 10. Please refer to the relevant sections of the Job Description and Person Specification.***

We are seeking an enthusiastic individual who is committed to excellence in teaching and have experience of teaching accounting and/or business finance on undergraduate, postgraduate and/or professional training programmes (including online provisions) to contribute to and enhance our accounting and finance teaching activities. For this position applicants offering expertise in British taxation and policy are preferred.

To contribute to and enhance the teaching and scholarship activities of the School by taking responsibility for delivery and assessment of courses and management and development of courses.

### Main Duties/Responsibilities:

#### Teaching and Scholarship activities

- ▶ To respond to pedagogical and practical challenges including reflections on practice and the development of own teaching and learning skills. Transform and apply knowledge acquired from scholarship to teaching.
- ▶ To engage in subject, professional and pedagogy research as required to support teaching activities. Conduct individual or collaborative scholarly projects. Extend, transform and apply knowledge acquired from scholarship to teaching and other appropriate activities. **(Grade 9 and 10 only)**
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's undergraduate and postgraduate programmes (including online provisions).
- ▶ To deliver teaching of the highest quality to undergraduate and postgraduate students (including online provisions) and to carry out the associated examining processes across a range of accounting and/or business finance courses including specialist masters.
- ▶ To provide academic support and advice to undergraduate and postgraduate students (including online provisions).
- ▶ 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 supervise undergraduate and postgraduate dissertation projects in line with expectations of other academic members of the group.
- ▶ To contribute to developing teaching activities within the group and throughout the school including online teaching deliveries.
- ▶ To undertake a leadership role within teaching including, but not limited to becoming a Course Director **(Grade 9 and 10 only)**
- ▶ Act as a mentor for new teaching staff.
- ▶ We expect the role holder would take responsibility for modules at postgraduate or undergraduate level (at undergraduate this would preferably be at final year level). Teaching activities may include but not be limited to:
  - ▶ Financial and/or Management Accounting Undergraduate
  - ▶ MSc Business Finance
  - ▶ MSc Management Accounting/Financial Accounting
  - ▶ Other MSc/MBA and Executive Education would be possibilities depending on the applicant's area of expertise

- ▶ Online accounting teaching activities
- ▶ Applicants offering expertise in any area of accounting or business finance will be considered.

#### **Other related activities and functions**

- ▶ 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 Fellow and the School.
- ▶ To diligently support quality assurance measures, including programme reviews, 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
<b>Education and qualifications</b>	<p>An undergraduate degree in a relevant subject (upper second or first class honours).</p> <p>A Master's degree, professional qualification or doctorate (attained or in progress) in a relevant academic discipline.</p>	Application form
<b>Experience</b>	Experience of teaching accounting and/or business finance on undergraduate, postgraduate or professional programmes in preferably higher education setting. Experience of online delivery will be an added advantage.	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Ability to communicate specialist subject knowledge in a clear and enthusiastic manner.</p> <p>Ability to lecture to students in relevant subjects.</p> <p>Excellent English Language communication skills (written, oral and presentation).</p> <p>Ability to provide online teaching deliveries, tutorial and counselling advice to students.</p> <p>Ability to manage and supervise student projects and dissertations.</p> <p>Competence in IT skills and internet usage.</p> <p>Ability to take part in course and programme development <b>(Grade 9-10 only)</b></p> <p>Knowledge of quality assurance processes and ability to comply with them <b>(Grade 9-10 only)</b></p> <p>Ability to manage an academic programme <b>(Grade 9-10 only)</b></p> <p>To engage in subject, professional and pedagogy research as required to support teaching activities.</p>	Application form, interview and presentation
<b>Training and Development</b>	<p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p> <p>Successful completion (or significant progress) in an equivalent of the University's PG Certificate in Professional Practice (PGCPP) / willingness to undertake the University's PG Certificate in</p>	Application form interview and presentation

	Essential	Method of assessment
	Professional Practice (PGCPP) within 2 years of appointment.	
<b>Other</b>	<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>Willingness to travel abroad to undertake university duties including teaching.</p>	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>A Master's degree, professional qualification or doctorate (attained or in progress) in a relevant academic discipline <b>(Desirable at Grade 8 only)</b></p> <p>A Postgraduate Certificate in Teaching and Learning in Higher Education, or equivalent qualification</p> <p>Membership of a relevant professional body such as the ICAEW, CIMA or ACCA</p>	Application form,
<b>Experience</b>	<p>Relevant industry experience</p> <p>Experience of teaching a wide range of accounting and/or business finance subjects at degree level and/or on professional programmes (including online provisions)</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	Ability to employ innovative teaching methods to enhance the student experience	Interview and presentation

## 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: Professor Carolyn Cordery  
Job Title: Head of Accounting Department, Aston Business School  
Tel: +44 (0)121 204 3380  
Email: [c.cordery@aston.ac.uk](mailto:c.cordery@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 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](http://www.aston.ac.uk/hr)

