

Candidate Brief

Teaching Fellow in Strategic Leadership Development

Reference: R190104

Salary: £33,199 to £48,677 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours GMT on Friday 12 April 2019

Interview Date: 14 May 2019

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

To provide an inspirational learning experience, and to contribute to and enhance teaching activities, student experience and employability of all our students, through effective course delivery, innovative practice, setting and marking of assessments, dissertation supervision and effective and timely student feedback.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes. Teaching Fellows will demonstrate a track record of quality and innovation in learning and teaching.
- ▶ To deliver teaching of the highest quality across apprenticeship programmes at both undergraduate and postgraduate level in the areas of Personal and Professional Development, Leadership, and Strategy.
- ▶ To facilitate improvements in student learning and the student experience through effective module management, curriculum design, implementation and innovations.
- ▶ To provide academic support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ To use of a range of methods and techniques in teaching, learning, assessment and feedback. This includes face to face, blended, and online delivery.
- ▶ To identify opportunities for the strategic development of new courses or areas of activity.
- ▶ To engage in the regular evaluation and development of modules, in terms of content, delivery, assessment and feedback.
- ▶ To supervise undergraduate and postgraduate business-facing projects, including client liaison and consultation.
- ▶ Undertake administrative responsibilities pertaining to the courses for which the successful candidate will be responsible such as, examination boards / attendance at accreditation meetings / teaching and learning committees.
- ▶ To undertake a leadership role within teaching, for example as a Module Leader/Programme Director
- ▶ To facilitate the professional development of apprentices across the School's portfolio of apprenticeship programmes

Research

- ▶ To have a pedagogical research programme consistent with the priorities and strategy of the School, making original contributions to scholarship in the discipline.
- ▶ To disseminate the findings of pedagogical research to colleagues within the School, the University and the wider community to benefit and promote good practice.
- ▶ To supervise students at Masters and Doctoral levels to completion and foster an environment which encourages research among students at postgraduate level.

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonably required (e.g. Module Co-ordinator, Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.
- ▶ To provide pastoral care and support to students, particularly those who do not study on-campus.
- ▶ To act as coach and mentor to junior colleagues across the school.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To take part in and, on occasion, act as Chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ 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 postgraduate degree in business or equivalent.</p> <p>A recognised teaching qualification at an appropriate level e.g. PGCPP (or equivalent) as well as a Post Graduate qualification in a relevant subject</p> <p>Fellowship of the Higher Education Academy (HEA).</p>	Application form
Experience	<p>Experience of teaching and assessment on relevant undergraduate and postgraduate programmes and of professional examining.</p> <p>A track record of publications in e.g. authored textbooks, review articles, conference presentations at national and international level.</p> <p>Track record of quality and innovation in teaching and learning and evidence of ongoing CPD.</p> <p>Experience of developing the professional and personal skills of managerial apprentices.</p> <p>Experience of supervising undergraduate and postgraduate level consultancy projects.</p> <p>Experience of mentoring and coaching MBA candidates.</p>	Application form, interview and presentation
Aptitude and skills	<p>Ability to employ innovative teaching and training methods</p> <p>Highly developed communication and presentation skills</p> <p>Ability to develop and maintain a pedagogic research programme and to publish in high quality journals.</p> <p>Ability to harness IT as a teaching and research tool.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Ability to instil employability priorities across the curriculum.</p>	Interview and presentation

	Desirable	Method of assessment
Education and qualifications	<p>Membership of the HEA at Senior level</p> <p>A doctorate in a relevant area</p>	Application form
Experience	<p>Experience of mentoring, coaching colleagues in teaching and learning.</p> <p>A track record of successful external engagements: regionally, nationally, and internationally.</p> <p>Experience of course management at module or programme level.</p> <p>Experience of initiating an independent line of pedagogic research and in applying for and securing external research funding.</p> <p>Experience of working with small to medium enterprises to facilitate learning.</p>	Application form, interview and presentation
Aptitude and skills	<p>Ability to take on leadership role at Academic Department/School/University level.</p> <p>Ability to lead the development of the teaching strategy within the subject area and beyond.</p> <p>Ability to engage with entrepreneurs to facilitate skill development.</p>	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: Simon Finley
Job Title: Associate Dean
Tel: +44 121 204 3269
Email: s.finley@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

