

Reference: R210061

Salary: (Grade 8 to Grade 9) £33,797 to £49,553 per annum

Contract Type: Fixed Term (24 months)

Basis: Full Time

Closing Date: 23.59 hours on Friday 26 March 2021

Interview Date: Wednesday 7th April 2021

Degree Apprenticeship Coach (3 posts)

Candidate brief



Job description

Job Purpose:

To contribute to, develop and enhance the teaching and scholarship and activities of the School either independently or as part of a team, through professional practice and expertise.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To participate in recruitment activities, as appropriate, and in the induction and initial assessment of apprenticeship students.
- ▶ To teach in a developing capacity, students at different levels on a range of apprenticeship programmes, particularly in work based learning modules.
- ▶ To create a teaching environment that develops challenging thinking, debate, and the ability to engage in critical discourse and rational thinking.
- ▶ To identify appropriate assessment criteria and assess the progress of students, providing feedback by reference to the criteria.
- ▶ Assessing students' evidence submissions to the e-portfolio against apprenticeship standards.
- ▶ To use of a range of innovative methods and techniques in teaching, learning and assessment, including pursuing digital and modern methods of delivery.
- ▶ To develop own teaching materials, methods and approaches and contribute to the design and content of specific areas of teaching and learning within the School's teaching Programmes.
- ▶ To support learners to engage, particularly in the development of maths and English skills.
- ▶ Support learners in evidencing work based learning tasks and the maintaining of appropriate records, as required by relevant end point assessments.
- ▶ To ensure own teaching meets quality standards, monitoring delivery and student progress.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ To engage in supporting and promoting quality assurance measures within the University.
- ▶ To undertake academic administration relevant to the needs of the post.

External Engagement

- ▶ To liaise with employers and apprentices to develop learning and development plans as appropriate to the relevant apprenticeship framework.
- ▶ Undertake effective progress reviews and set targets for employers and learners to monitor progress and support development.
- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks and by developing new links capable of demonstrating impact.
- ▶ To represent the interests of the subject and School via activities to raise the regional, national and international profile, particularly with industry, the professions, schools and businesses.

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonably required e.g. Module Leader, Personal Tutor
- ▶ To provide pastoral care and support to students.

- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ 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>Either:</p> <ul style="list-style-type: none"> • A degree in a relevant subject discipline, or • A masters/Post Graduate Diploma in a relevant subject discipline, or • A recognised teaching qualification in a relevant discipline, or <p>A relevant apprenticeship assessor qualification.</p>	Application form
Experience	<p>Either:</p> <ul style="list-style-type: none"> • Experience of teaching and assessing within a work based learning degree programme or apprenticeship scheme, or • Experience of tutoring/coaching at a Management Level in a work based learning environment, or <p>Significant experience working at a managerial level.</p>	Application form, interview and presentation
Aptitude and skills	<p>Full knowledge of the National apprenticeship system and how it operates.</p> <p>Excellent communication skills with the ability to communicate to all levels of staff within the University, to students and to clients.</p> <p>Proficient in the use of basic software packages, i.e. Microsoft Office.</p> <p>Excellent organisational skills including the ability to meet deadlines.</p> <p>Must be willing to travel to employer sites to meet apprentices and their line managers.</p> <p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Highly developed interpersonal skills with the ability to provide tutorial and counselling advice to apprenticeship students.</p> <p>Knowledge of recent developments and debates within management and business education.</p>	Interview and presentation

	Desirable	Method of assessment
Education and qualifications	<p>A relevant teaching qualification (or a willingness to work towards one).</p> <p>A relevant apprenticeship assessor qualification (or a willingness to work towards one).</p> <p>Membership of a relevant professional body (e.g. CMI or ILM).</p>	Application form
Experience	<p>Successful co-ordination and organisation of events and programmes of activity e.g. training courses, speakers, workshops.</p> <p>Experience of working in/with commercial enterprises.</p> <p>Experience of supporting managers to develop reflective learning and engaged critical thinking skills through practice-based learning.</p> <p>Demonstrable experience of effectively supporting students at a distance.</p> <p>Relevant practical experience of using e-portfolios to support students in a work-based learning setting.</p>	Application form, interview and presentation
Aptitude and skills	<p>Competence in the use of virtual learning environments such as Blackboard</p> <p>Knowledge of educational quality assurance processes and ability to comply with them.</p> <p>Knowledge of management training systems, either professionally accredited systems or work based ones.</p>	Interview and presentation

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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 jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Lloyd Parsons

Job Title: Director of Executive MBA Programmes

Email: parsonl1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy
and

Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>



