



**POTENTIAL**

## **Teaching Associate (L6 Digital & Technology Solutions Degree Apprenticeship)**

**Reference:** R210357

**Salary:** Grade 8, £34,304 to £40,927 per annum

**Contract Type:** Continuing

**Basis:** Full Time

# Job description

## Job Purpose:

To contribute to, develop and enhance the teaching and scholarship activities supporting the work-based programmes of study offered by the Aston Professional Engineering Centre (APEC). The post holder will work in collaboration with the Computer Science (CS) Department, as part of the team delivering the Level 6 Digital & Technology Solutions (DTS) Degree Apprenticeship. In addition, the successful applicant will develop and maintain external links with industrial partners enrolling (or considering to enroll) apprentices on the DTS and other work-based programmes.

## Main Duties/Responsibilities:

### Teaching and Learning

- ▶ To teach a variety of computing disciplines to undergraduate students enrolled on all stages of the DTS programme and to carry out the associated assessment.
- ▶ To develop own teaching materials, methods and approaches, thus contributing to the design and content of specific areas of teaching and learning within the University's work-based programmes.
- ▶ To be responsible for specific areas of teaching and learning (e.g., module leadership) within the DTS and other work-based programmes, with appropriate guidance.
- ▶ To use a range of efficient, innovative methods and techniques in teaching, learning and assessment, with special focus on digital delivery.
- ▶ To identify appropriate assessment criteria in order to evaluate the progress of students, providing feedback by reference to the criteria.
- ▶ To actively and significantly participate in the continuous review and development of apprenticeship programmes and the work-based curriculum, by cooperating with colleagues across disciplines.
- ▶ To communicate and cooperate effectively with other members of the teaching, coaching and administration teams supporting the DTS and other work-based programmes.
- ▶ To ensure own teaching meets quality standards, by continuously monitoring delivery and student progress.
- ▶ To engage in supporting and promoting quality assurance measures within the University, when developing, delivering, assessing and reviewing computing modules, as well as when collating, analysing and responding to student feedback, either independently or in collaboration with academic colleagues.
- ▶ To provide pastoral support and mentorship to DTS students, in a Stage Tutor capacity.
- ▶ To identify the learning needs of students and define appropriate learning objectives to ensure that the content, methods of delivery and learning materials meet the identified learning needs.
- ▶ To create a teaching environment that fosters the development of critical thinking, encourages debate and team work, and provides appropriate opportunities to engage in practical, job-relevant activities, as well as fundamental computing theory.

- ▶ To undertake academic administration relevant to the needs of the post.

### **External Engagement**

- ▶ To communicate regularly and efficiently with the employers of the students enrolled on the DTS programme, in order to keep the content and delivery style in alignment with company needs, as well as keep employers informed with regards to apprentices' performance.
- ▶ 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 University via activities aimed at raising the regional and national profile of Aston apprenticeships, particularly with industry, the professions, and secondary education.

### **Citizenship**

- ▶ To carry out specific roles and functions, as may be reasonably required, e.g., Module Leader, Stage Tutor, etc.
- ▶ To manage own teaching, scholarship and administrative activities.
- ▶ 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 contribute to academic department meetings and, on occasion, act as chair of one or more of the relevant 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**

- ▶ To engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to improve own practice and support the development of others.
- ▶ To ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ To carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ To promote equality of opportunity and support diversity and inclusion.
- ▶ To support the University's environmental sustainability agenda and practices.

# Person specification

|                                     | Essential  | Method of assessment           |
|-------------------------------------|--|--------------------------------|
| <b>Education and qualifications</b> | <p>BSc in Computer Science or a related discipline.</p> <p>Commitment to attain a recognised teaching qualification at the appropriate level (membership of the Higher Education Academy at Fellow level or higher).</p>   | Application form               |
| <b>Experience</b>                   | <p>Experience of teaching and assessing within a degree programme to high standards and with demonstrable impact on students' learning.</p> <p>Experience of teaching and assessing in various formats, such as lectures, labs/practical sessions, live demos, monitored group work, etc., delivered in the classroom and online, in short sessions and day-long teaching blocks.</p> <p>Experience of designing, updating and reviewing modules and of implementing innovative ideas, either independently or collaboratively.</p> <p>Experience of using Virtual Learning Environments (VLEs) as learning tools (e.g., Blackboard).</p> <p>Experience of assisting learners in fulltime employment, or other circumstances requiring additional support.</p> | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Ability to teach a range of topics appropriate to all levels of an undergraduate computing course, including programming, software engineering and a number of specialist topics such as web development, information security, Artificial Intelligence, Geographic Information Systems and mobile development.</p> <p>Ability to explain complex computing concepts, in a clear and concise style,</p>   | Application form and interview |

|  | Essential  | Method of assessment |
|--|--|----------------------|
|  | <p>with the aim of equipping learners with job-relevant practical skills as well as theoretical fundamentals.</p> <p>Ability to manage module design, delivery, review and assessment, as well as student support and relevant administrative duties, at the appropriate level of quality and in a timely fashion.</p> <p>Excellent communication skills, in order to collaborate efficiently with colleagues from the teaching, coaching and administration team, support students through regular provisions of high quality feedback, and build and maintain industry links that will inform teaching by keeping it corporate-relevant.</p> |                      |

|                                     | Desirable   | Method of assessment                            |
|-------------------------------------|---|---|
| <b>Education and qualifications</b> | <p>PhD in Computer Science or a related discipline.</p> <p>Membership of the Higher Education Academy at Senior Fellow level.</p>   | Application form                                |
| <b>Experience</b>                   | <p>Experience of teaching and assessing on long-distance programmes with online or blended delivery.</p> <p>Experience of programme design and/or administration, preferably, with a close connection to the industry sector.</p> <p>Experience of developing and implementing a pedagogical research strategy to inform delivery and assessment in a manner that caters to specific learner audiences (e.g., students in fulltime employment).</p> | Application form and interview and presentation |
| <b>Aptitude and Skills</b>          | <p>Ability to record and edit high quality videos to support asynchronous learning.</p>   | Interview and presentation                      |

|  | Desirable   | Method of assessment |
|--|---|----------------------|
|  | <p>Ability to make use of relevant VLE features, in order to set interactive quizzes and other forms of engaging assessment suitable to online delivery of technical content to learners in fulltime employment.</p> <p>Ability to contribute to the design and administration of new and existing work-based programmes.</p> |                      |



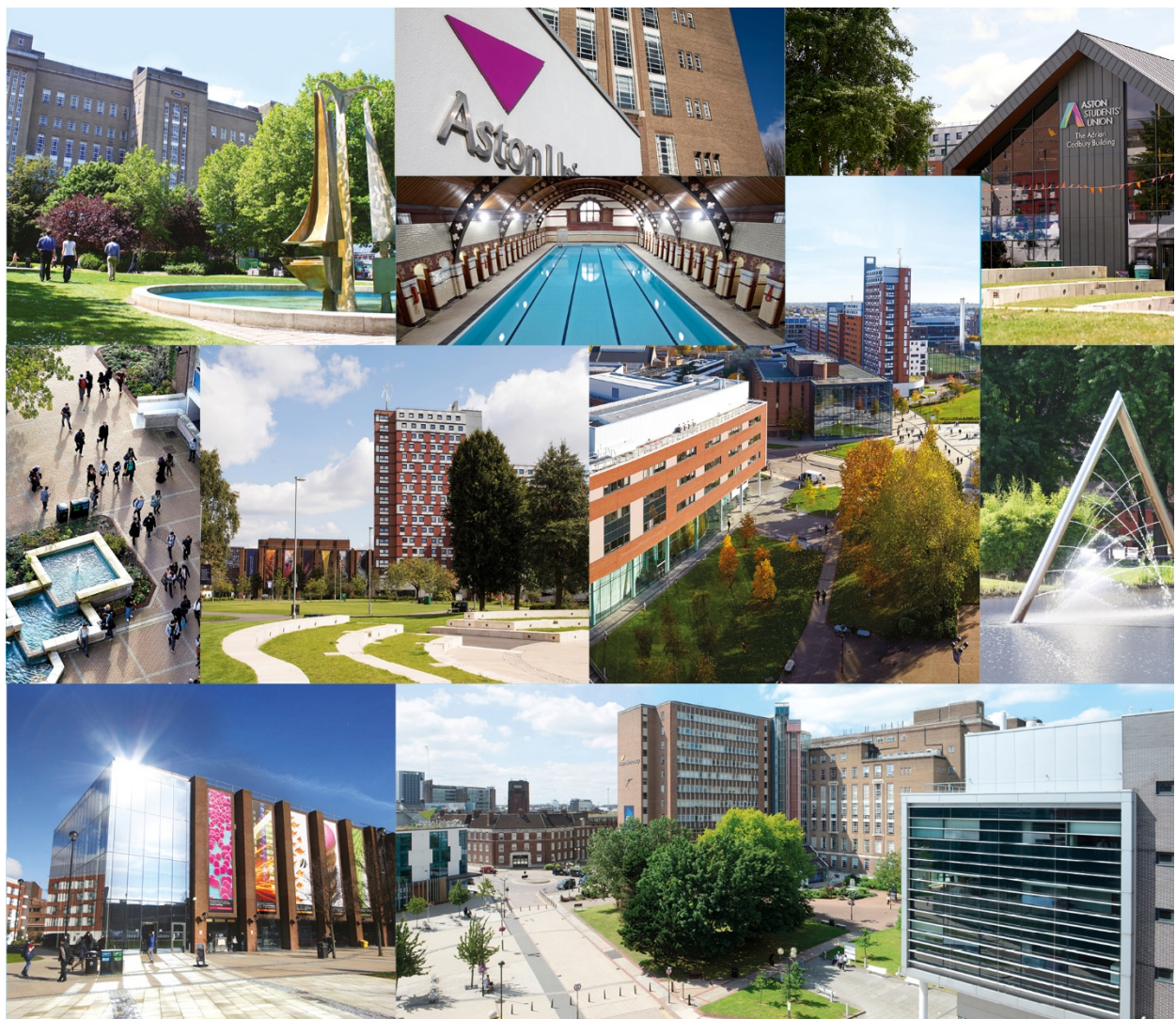
# How to apply

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](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Dr Alina Patelli

Job Title: Lecturer in Computer Science, L6 Digital & Technology Solutions Programme  
Director

Email: [a.patelli2@aston.ac.uk](mailto:a.patelli2@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

#### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

#### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**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>

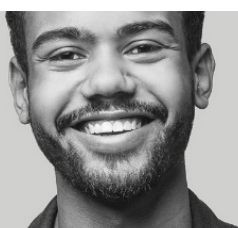
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gets real.**