



OPPORTUNITY

Teaching Fellow (Maths)

Reference: R210588

Salary: Grade 8, £34,304 to £40,927 per annum, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

As part of the Learning Development Centre (LDC) you will provide high quality teaching and learning support for mathematics to Aston students.

The post holder will support the implementation of Aston's Education Strategy and Access and Participation Plan through providing maths support to learners as they transition to university and through their chosen programme of study. Through provision of our maths drop-in service and appointments you will work with students at varying levels of study – including foundation year, foundation degree, and first year students with transitional Maths. You will predominantly work with students studying programmes in the College of Engineering and Physical Sciences but will also support a growing number of students from the College of Business and Social Sciences and the College of Health and Life Sciences.

You will build and maintain collaborative working relationships with students, staff, and other stakeholders to provide support for Aston's taught programmes, providing group teaching and supporting the LDC's Peer Assisted Learning Programmes. Experience of teaching online and in blended learning environments is essential.

As the mathematics ability and background of our students vary, the post holder will need to be adaptable and possess excellent communication skills and the ability to explain topics in an approachable way. Creativity is required to try new approaches to teaching material.

In the role of Teaching Fellow (Maths) you will work as part of the LDC team with specific responsibilities for developing the Maths support service and create activities that promote and support the improvement of Maths attainment and success at Aston.

Main duties and responsibilities

- ▶ Work as part of a team to provide maths drop-in support, one-one appointments and small group tutorials to students throughout the academic year both online and on-campus.
- ▶ Plan, create, deliver, and evaluate maths teaching, and contribute to LDC workshop programmes.
- ▶ Identify and create maths resources to support student learning that can be made available in a variety of modes e.g. hard copy, LDC website, Virtual Learning Environment (BlackBoard) and social media.
- ▶ Maintain maths resources on the LDC website and VLE (BlackBoard).
- ▶ Liaise closely with academic colleagues in the Colleges to provide appropriate learning support for students, and to contribute to developments related to the support of student attainment, retention and success.
- ▶ Work with academic colleagues to provide maths support for targeted modules and programmes at Aston.
- ▶ Support the development of Peer Assisted Learning (PAL) in support of taught programmes.
- ▶ Work in partnership with our students, including Maths Student Coaches and Peer Assisted Learning (PAL) Leaders to develop peer learning activities and resources.
- ▶ Provide teaching and learning support to prospective Aston students (pre-entry) and new entrants transitioning to study Aston.

- ▶ Actively market and promote the Maths Centre and the activities of the LDC to staff and students at Aston.
- ▶ Participate and contribute to relevant external organisations and networks, to disseminate good practice and promote the work of the LDC and Aston.
- ▶ Monitor and evaluate the effectiveness of maths centre activities and make recommendations for the development of services to the Head of the LDC.
- ▶ Represent the LDC on relevant University committees and meetings.
- ▶ Work with relevant University Departments to ensure students are supported effectively, including working with the Enabling Team to support students with Specific Learning Difficulties.
- ▶ Attend team meetings and away days as appropriate.
- ▶ Engage in other activities associated with the grade of the post as identified and agreed by the Head of the Learning Development Centre

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.

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Person specification

	Essential	Method of assessment
Education and qualifications	<p>A degree in maths or a degree including a substantial maths element.</p> <p>Masters/Postgraduate Diploma</p> <p>Teaching qualification/learning support qualification.</p>	Application form
Experience	<p>Experience of teaching maths/maths related subject in further or higher education.</p> <p>Experience of teaching online and in blended learning environments.</p> <p>Experience of developing learning and teaching resources (including online).</p> <p>Proven ability to apply learning and teaching methods to meet the needs of diverse student groups.</p> <p>Experience of using data and feedback to inform and enhance practice.</p> <p>Up to date knowledge of issues related to learning of maths in higher education.</p>	<p>Application form and interview</p> <p>Application form, interview and short test</p>
Aptitude and skills	<p>Fluent spoken and written English.</p> <p>Competence in teaching online and the use of virtual learning environments (such as BlackBoard).</p> <p>Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities.</p> <p>Excellent presentation skills and ability to present information clearly and concisely.</p>	Application form and interview

	Essential	Method of assessment
	<p>Ability to prioritise and work under pressure.</p> <p>Excellent team working skills.</p> <p>Ability to communicate effectively with all LDC stakeholders (including staff and students).</p> <p>Approachable, patient and reliable.</p> <p>Competent digital skills, including use of virtual learning environments.</p> <p>Committed to ongoing personal and professional development.</p> <p>Commitment to observing the University's Equal Opportunities policy at all times</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Postgraduate qualification with a substantial maths element.</p> <p>Advance HE Fellowship.</p>	Application form
Experience	<p>Experience of statistics and supporting students with statistics.</p> <p>Experience of teaching in the Further Education sector.</p> <p>Experience of working in collaboration with students to develop learning and teaching support.</p> <p>Experience of developing online learning materials and resources to enhance teaching and learning.</p> <p>Knowledge and understanding of the needs of work-based, part-time and distance learners.</p>	Application form and interview

	Desirable	Method of assessment
	Experience of using BlackBoard VLE and Microsoft Teams.	
Aptitude and Skills	Willingness to engage with educational research in this area.	Application and interview

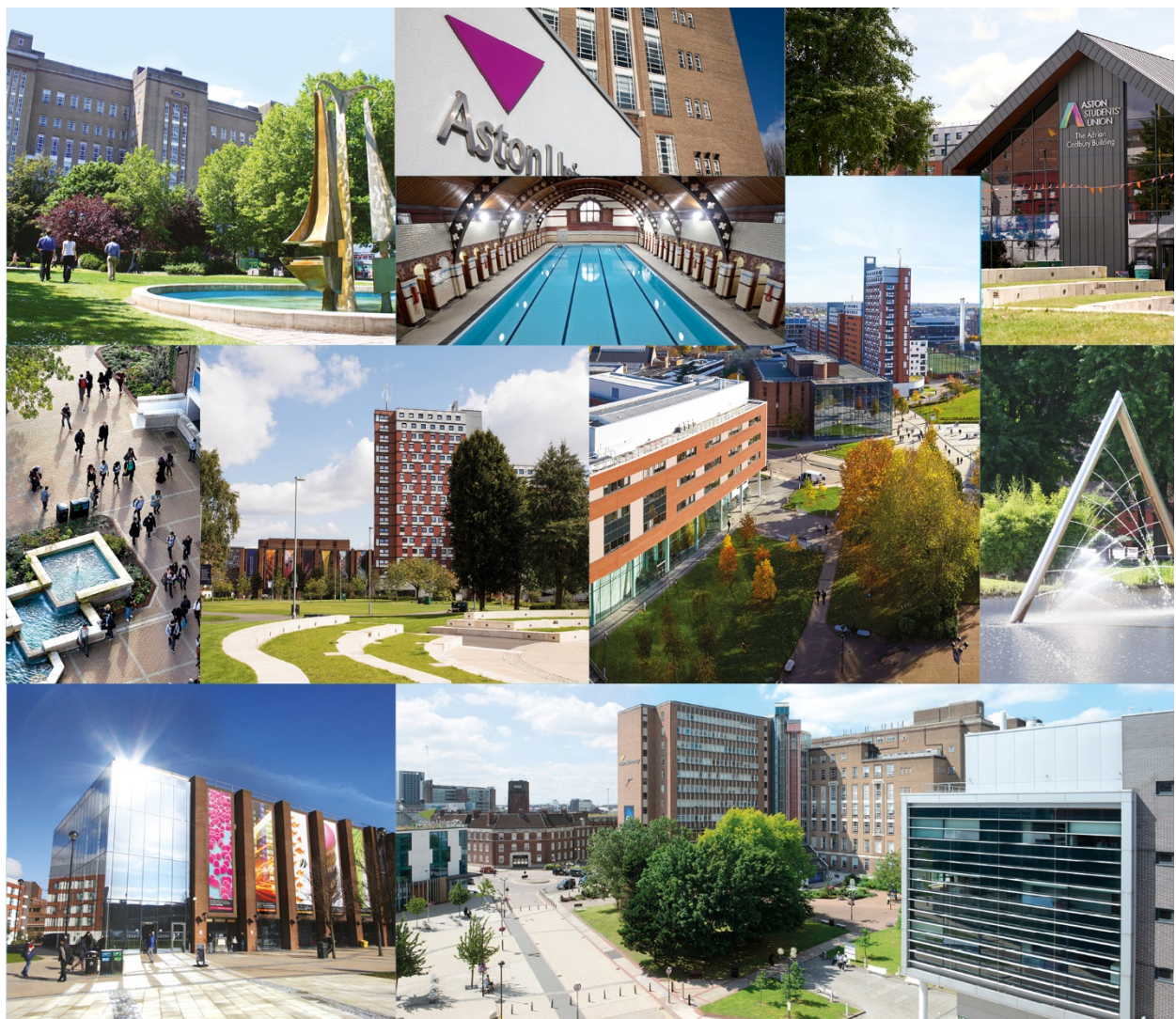
How to apply

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

Applications should be submitted by 23.59 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: Ellen Pope

Job Title: Head Of Learning Development Centre

Email: e.l.pope@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:

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, including meeting the English Language 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.**