



# OPPORTUNITY

## Teaching Fellow/ Senior Teaching Fellow – Head of Department

**Reference:** R220356

**Salary:** £42,149 to £60,022 per annum. Grade 9 or 10, depending on experience

**Contract Type:** Continuing

**Basis:** Full Time

**Appointed role:** This position will also include the appointed role of Head of Department – Aston Professional Engineering Centre, fixed for 3 years paid at an academic honorarium rate.

# 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. In addition, to develop external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline and School and/or University strategy.

To lead and effectively manage an academic professional engineering Department in line with the School strategy.

## Main Duties/Responsibilities:

### Teaching and Learning

- ▶ To teach students/learners at different levels as appropriate including foundation, undergraduate and postgraduate students, specifically focussing on work-based learners, and to carry out the associated examining processes. Senior Teaching Fellows will demonstrate a track record of quality and innovation in learning and teaching.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, identifying areas in need of revision or improvement.
- ▶ To co-ordinate and supervise the activity of teaching teams as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student/learner progress.
- ▶ To provide academic support, pastoral care and advice to work-based learners at all levels of study.
- ▶ To informally and formally mentor junior colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by evaluation and development of a range of modules or within a subject area in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student/learner feedback questionnaires.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.

### At Grade 10

- ▶ To provide effective leadership of teaching teams e.g. through programme management, curriculum design, implementation and innovations leading to improvements in student learning and the student/learner experience.

## **Research**

- ▶ To pursue and develop pedagogical research and scholarly activity consistent with the teaching priorities and strategy of the School.
- ▶ To publish the outcomes of pedagogic research in professional journals, textbooks and at professional conferences and seminars etc.
- ▶ To disseminate the findings of pedagogical research to colleagues within and beyond the School.
- ▶ To develop proposals and secure competitive external funding as relevant to the subject discipline
- ▶ To collaborate in initiatives with colleagues in and beyond the School, including University-wide multi-disciplinary groups, as appropriate.

## **At Grade 10;**

- ▶ To have evidence of securing competitive external research funding for subject and/or pedagogical research relevant to the subject discipline as principal investigator/project leader on an individual or collaborative basis.

## **External Engagement**

- ▶ To develop and maintain useful relationships with companies both in the UK and overseas.
- ▶ To contribute to businesses, the public sector and communities e.g. through development of work-based learning programmes, innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to and influencing government (UK or overseas) policy-making and standards.
- ▶ 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 the professions, schools and businesses.

## **Citizenship**

- ▶ To carry out specific School roles and functions as may be reasonable required e.g. Module Leader, Personal Tutor
- ▶ 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 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.

### **The Head of department duties include;**

- ▶ Contribute to the strategic direction and success of the School and represent the Department at School, College and University level.
- ▶ Responsible for creating, leading, evaluating and refining the vision and strategy for APEC in line with the School and College's vision and strategy.
- ▶ Engage with industry to promote APEC and identify potential key and critical growth areas.
- ▶ Keep up to date with key developments within industry and the educational sector across the UK to ensure that informed decisions are made about course/new areas development.
- ▶ Establish and maintain relationships with key companies that work with APEC.
- ▶ Plan and deliver effective workforce planning to anticipate and meet the future needs of the Department.
- ▶ Manage the Departmental budget, maintaining budgets in line with Department and School plans.
- ▶ Provide strategic leadership for all staff in the Department, implementing School, College and University initiatives.
- ▶ Responsible for all aspects of people management, setting high standards for performance, performance management and development.
- ▶ Produce a clear communications strategy for APEC to foster team working and collaboration across all teams.
- ▶ Lead internal meetings and committees within APEC.
- ▶ Managing and supporting people through change projects, advocating for the University.
- ▶ Resourcing of the Department, including recruitment and selection, learning and teaching resources, coaching, supervision and work allocation.
- ▶ Deliver high levels of student satisfaction, overseeing progression rates and the recruitment of prospective students.

- ▶ Deliver high levels of employer satisfaction, overseeing development and delivery of programmes in line with industry needs.
- ▶ Assume overall responsibility for student pastoral care and safeguarding practices within APEC.
- ▶ Represent the Department internally and externally on groups and committees, including representing the discipline on national representative bodies as appropriate.
- ▶ Responsible for meeting Departmental TEF, KEF and Ofsted targets.
- ▶ Maintaining the identity and a strong disciplinary profile of the Department, promoting citizenship, collegiality and mentoring throughout.
- ▶ To lead on quality processes including professional accreditations and Ofsted inspections, where applicable.
- ▶ To undertake other responsibilities and duties as reasonably requested by the Head of School.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Degree in relevant subject discipline</p> <p>Chartered status as a professional engineer / engineering leadership / computer scientist or equivalent and/or a doctorate in a relevant academic discipline and/or significant management and leadership experience</p> <p>Recognised teaching qualification at the appropriate level e.g. PGCPP (or equivalent)</p> <p><b>At Grade 10</b> Membership of Advance HE (formally known as the Higher Education Academy or HEA) at Senior Fellow.</p> <p>Evidence of leadership and management development training</p>	Application form
<b>Experience</b>	<p>Experience of teaching and assessing within work-based-learning programmes to high standards and with demonstrable impact on students learning</p> <p>Experience of work-based-learning curriculum design, review and implementing innovative ideas</p> <p>Experience of using VLE's as a learning tool e.g. Blackboard</p> <p>Experience of writing pedagogic materials, publications or textbooks.</p> <p>Working in, or closely with, industry.</p> <p><b>At Grade 10</b> Experience of course management at module or programme level.</p>	Application form and interview

	Essential	Method of assessment
	<p>Experience of leading and embedding teaching and learning initiatives across School/University.</p> <p>Experience of initiating an independent line of pedagogic research and in applying for and securing external research funding.</p> <p>Management and leadership of staff, department, discipline or programme</p> <p>Proven experience in managing conflict and resolving difficult situations.</p> <p>Ability to lead a department as role model and exemplar of organisational behaviours.</p>	
<b>Aptitude and skills</b>	<p>Ability to lead taught modules and programmes for undergraduate and postgraduate students.</p> <p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Excellent communication skills to build and maintain industry links that will support teaching and research activity.</p> <p>Ability to develop and maintain a pedagogic research programme</p> <p>Ability to harness IT as a teaching and research tool</p> <p>Ability to multi-task and maintain high standards of quality</p> <p>Persuasion and influencing skills</p> <p>Ability to communicate the strategic and values of the department to all members</p>	Application form and interview

	Essential	Method of assessment
	Commitment to inclusion and wellbeing throughout the department  Understanding of key issues in teaching  Communication with internal and external stakeholders	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<b>At Grade 10</b> Membership of Advance HE (formally known as HEA) at Principal level	Application form



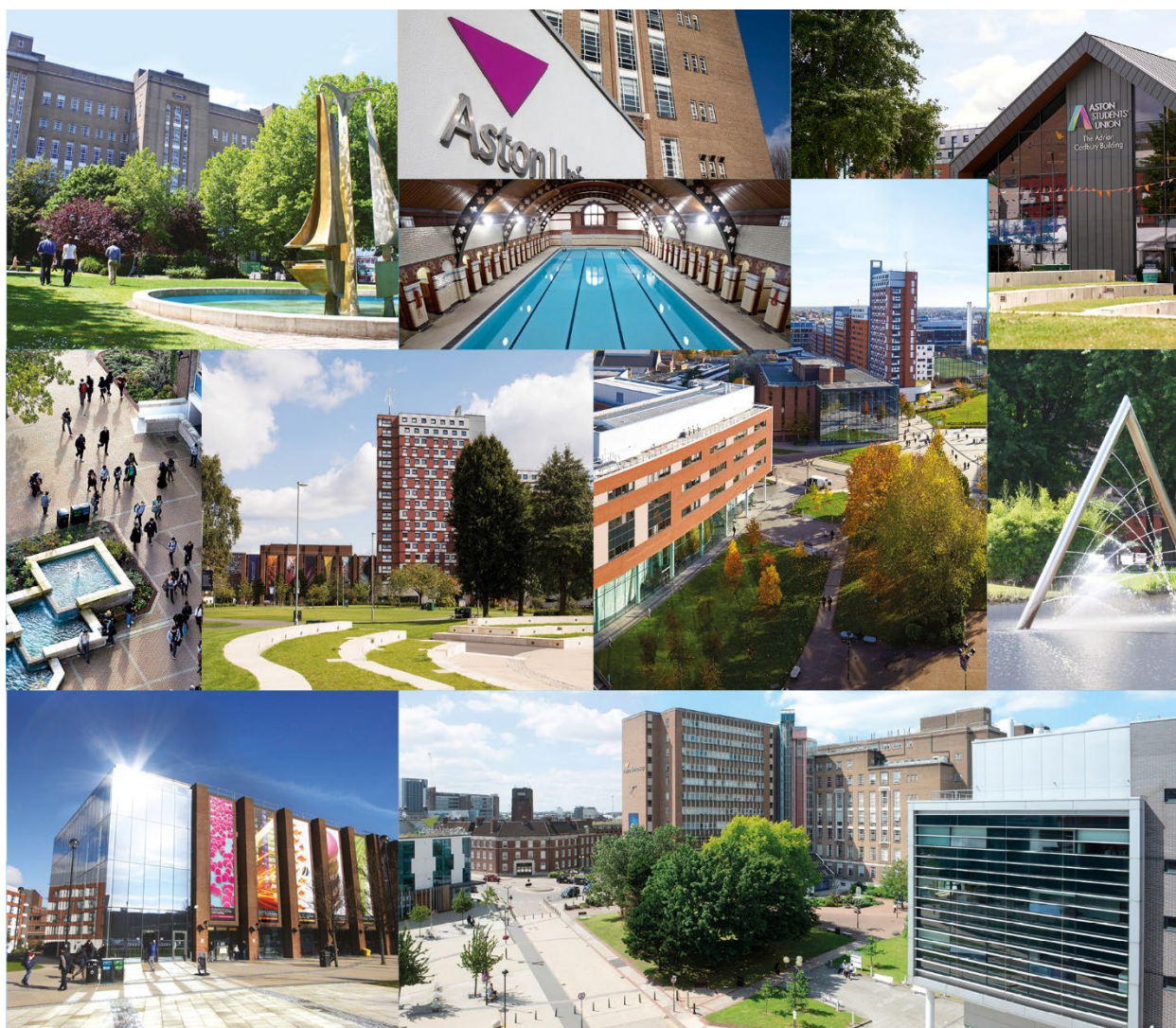
# How to apply

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 Laura Leslie

Job Title: Head of School for Engineering and Technology

Email: [l.j.leslie@Aston.ac.uk](mailto:l.j.leslie@Aston.ac.uk)

Name: Professor Kate Sugden

Job Title: Deputy Dean for the College of Engineering and Physical Sciences

Email: [k.sugden@Aston.ac.uk](mailto:k.sugden@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:

#### New immigration system from 1 January 2021

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 who were not resident in the UK before 31 December 2021 will need to get a visa in advance.

You can find more information [here](#)

Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the [UKVI website](#). 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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**Where change  
gets real.**