



POTENTIAL

Degree Apprenticeship Tutor (Multiple Posts)

Reference: R220604

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

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

The Degree Apprenticeship Tutor will support the personal and professional development of apprentices enrolled on programmes delivered from within the Centre for Innovation in Enterprise Education (CIEE). At Level 6, the CIEE currently delivers the Chartered Manager Degree Apprenticeship, Digital Marketer Degree Apprenticeship and the Project Manager Degree Apprenticeship. At Level 7, the CIEE delivers the Senior Leader Apprenticeship.

The principal purpose of the role is to support apprentices to develop and demonstrate their competency with respect to the relevant Apprenticeship Standard, while ensuring that their progress is appropriately tracked and documented. The Degree Apprenticeship Tutor will work with our employer partners to plan appropriate work-based development activities for apprentices, and to support the integration of apprentices' academic knowledge within their workplace activity.

The Degree Apprenticeship Tutor will also contribute to the development, delivery and enhancement of teaching and scholarship activities within the Centre, either independently, or as part of a team. We are particularly keen to receive applications from candidates who have subject expertise in the areas of analytics, digital marketing, finance, operations, or project management.

Main duties and responsibilities

- ▶ To create a supportive and validating coaching environment in which extant assumptions and beliefs can be critically evaluated and challenged.
- ▶ Where required, to assess and provide feedback on apprentices' submissions to the e-portfolio system against relevant Apprenticeship Standards.
- ▶ To monitor and record progress with respect to on and off-the-job training, and to highlight any concerns or irregularities to your line manager.
- ▶ To provide, as required, pastoral support for apprentices, signposting apprentices to the support available within the University.
- ▶ To provide on-going coaching support for apprentices in preparation for their End Point Assessment (EPA)
- ▶ To develop and maintain relationships with apprentices' workplace mentors to plan and document work-based development activity.
- ▶ To ensure that workplace mentors understand their roles and responsibilities within the delivery of apprenticeships.
- ▶ To conduct tripartite reviews with apprentices and their workplace mentor, or other representative(s).
- ▶ To participate in recruitment activities, as appropriate, and in the induction and initial assessment of prospective apprentices.
- ▶ To contribute to the development of knowledge related to relevant to coaching approaches, methods, and interventions.
- ▶ As appropriate, to develop own teaching materials, methods and approaches and contribute to the design and delivery of specific areas of teaching and learning within the CIEE.
- ▶ As appropriate, to contribute to the assessment of teaching and learning within the CIEE.
- ▶ To work with colleagues across the coaching team and the wider university to establish and maintain excellence in the degree apprenticeship programmes.
- ▶ To support and promote quality assurance and enhancement activities within the University.
- ▶ To undertake apprenticeship and academic administration relevant to the needs of the post.

- ▶ To participate in relevant professional development, ensuring professional/practice knowledge base is maintained and developed to reflect current best practice and understanding.

External Engagement

- ▶ 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 that raise our regional, national, and international profile, particularly with industry, the professions, educational institutions and businesses.

Citizenship

- ▶ To carry out specific School roles and functions as may be reasonably required e.g. Module Leader, Programme Director, Personal Tutor
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events such as 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"> • An undergraduate degree, or • A masters/post-graduate qualification in a relevant subject discipline, or • A recognised teaching qualification 	Application form
Experience	<p>Either:</p> <ul style="list-style-type: none"> • Experience of teaching and assessing within a work-based learning degree programme, apprenticeship scheme, or • Experience of tutoring, coaching, or supporting others in a work-based learning environment 	Application form
Aptitude and skills	<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 the national apprenticeship system and how it operates.</p> <p>Knowledge of recent developments and debates within management and business education.</p>	Interview and coaching session role-play

	Desirable	Method of assessment
Education and qualifications	<p>A relevant teaching qualification (or a willingness to work towards one).</p> <p>Subject expertise in the areas of analytics, digital marketing, finance, operations, or project management.</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 or with commercial enterprises.</p> <p>Experience of supporting others in the development of reflective learning, and the engagement of 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 coaching session role-play
Aptitude	<p>Competence in the use of virtual learning environments such as Blackboard</p> <p>Knowledge of educational quality assurance and enhancement processes and ability to comply with them.</p>	Interview and coaching session role-play

Contact information

Enquiries about the vacancy:

Name: David Grice
Job Title: Degree Apprenticeship Tutor
Email: d.grice@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 the benefits Aston University staff enjoy .

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

Aston University
Birmingham B4 7ET,
UK. +44 (0)121 204
3000 aston.ac.uk



**Where change
gets real.**