



# OPPORTUNITY

## Teaching Fellow/Senior Teaching Fellow in Economics

**Reference:** R220762

**Grade:** 8, 9 or 10

**Salary:** £35,333 to 61,823 per annum, depending on qualifications and experience

**Contract Type:** Continuing

**Basis:** Full Time

# 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 (all grades)

- ▶ To teach, students at different levels as appropriate including foundation, undergraduate and postgraduate students and to carry out the associated examining processes. Senior Teaching Fellows (Grade 10) will also demonstrate a track record of quality and innovation in learning and teaching.
- ▶ To be responsible for specific areas of teaching and learning within teaching programmes, with guidance if appropriate, and to ensure one's 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 use or promote a range of innovative methods and techniques in teaching, learning and assessment, covering clinical practice if relevant, including pursuing digital and modern methods of delivery.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by collaborating with academic colleagues in the evaluation, and development of modules within a subject area in terms of content, delivery, assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ 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 defined learning objectives.
- ▶ 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.
- ▶ To undertake academic administration relevant to the needs of the post.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes (All Grades) and identifying areas in need of revision or improvement (Grade 9 & 10).

### Teaching and Learning (Grade 9)

- ▶ To co-ordinate and supervise the activity of teaching teams as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student progress.

- ▶ Contribute to the design and content of specific areas of teaching and learning within the School's teaching Programmes.
- ▶ To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.
- ▶ To informally and formally mentor junior colleagues in effective teaching practice (Grade 9 and 10).

### **Teaching and Learning (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 experience.
- ▶ To contribute to the development of School teaching and learning strategies, including taking on roles representing the School e.g. on Learning and Teaching Committee, Senate etc.
- ▶ To identify opportunities for the strategic development of new courses or areas of activity.
- ▶ To advise others on strategic issues such as student recruitment, marketing, staff appointments and student and other performance matters.
- ▶ To lead on supporting and promoting standards, quality assurance, audit and other external assessments within the University. Carrying out evaluation and development of in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To formally and informally mentor junior colleagues in teaching, providing developmental feedback e.g. through peer observation

### **Research (all grades)**

- ▶ To pursue and develop a pedagogical and/or academic research programme consistent with the priorities and strategy of the School.
- ▶ To publish the outcomes of 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 apply knowledge acquired from scholarship to teaching.

### **Research (Grade 9)**

- ▶ 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.

### **Research (Grade 10)**

- ▶ To lead a pedagogical and/or academic research programme consistent with the priorities and strategy of the School, making original contributions to scholarship in the discipline.
- ▶ To publish the outcomes of research in professional journals, textbooks and at professional conferences and seminars etc.
- ▶ To disseminate the findings of pedagogical research to colleagues within the School, the University and the wider community to benefit and promote good practice.
- ▶ 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.
- ▶ To collaborate in initiatives with colleagues in and beyond the School as appropriate.
- ▶ To supervise students at Masters and Doctoral levels to completion and foster an environment which encourages research among students at postgraduate level.

### **External Engagement**

- ▶ To develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ 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.
- ▶ To contribute to businesses, the public sector and communities e.g. through innovation, knowledge transfer, cultural enrichment, advising government bodies, contributing to and influencing government (UK or overseas) policy-making and standards (**Grade 9 and above only**)
- ▶ To forge relationships and enhance the University's reputation with professional/scholarly bodies and other bodies representing relevant professional interests (**Grade 10 only**)

### **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 act as personal tutor providing first line 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.
- ▶ To carry out specific School roles and functions as may be reasonable required e.g. Module Leader, Personal Tutor (**Grade 9 and above only**)

#### **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
<b>Education and qualifications</b>	<p>Degree in relevant subject discipline</p> <p>Masters/Post Graduate Diploma in a relevant subject discipline, or professional equivalent</p> <p>Recognised teaching qualification at the appropriate level e.g. PGCPP Membership of Advance HE (formally known as Higher Education Academy or HEA) at Fellow level (Grade 8,9) or Senior Fellow (Grade 10). Or commitment to obtain within 24 months</p>	Application form
<b>Experience</b>	<p>Experience of teaching and assessing within a degree programme (Grade 8); or Experience of teaching and assessing within a degree programme to high standards and with demonstrable impact on students learning (Grade 9/10); or Experience of teaching and assessment on relevant undergraduate and postgraduate programmes and of professional examining (Grade 10).</p> <p>Experience of preparing and presenting information in a clear and concise way.</p> <p>Experience of developing own teaching and learning materials</p> <p>Experience of using VLE's as a learning tool e.g. Blackboard</p> <p>Experience of initiating/contributing to pedagogic research up to doctoral level in subject discipline</p> <p><b>Grade 9</b> Experience of curriculum design, review and implementing innovative ideas</p> <p>Experience of writing pedagogic materials, publications or textbooks</p>	Application form and interview

	Essential	Method of assessment
	<p>Experience of course management at module or programme level.</p> <p><b>Grade 10:</b> 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>A track record of publications in e.g. authored textbooks, review articles, conference presentations at national and international level.</p> <p>Experience of mentoring, coaching colleagues in teaching and learning.</p> <p>Track record of quality and innovation in teaching and learning and evidence of ongoing CPD.</p>	
<b>Aptitude and skills</b>	<p>Excellent communication skills to build external contacts that will support teaching and pedagogic research activity</p> <p>Ability to prepare written proposals and applications to external bodies for e.g. accreditation purposes, grant applications.</p> <p>Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities</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 undergraduate and postgraduate students</p> <p>Good organisational skills including the ability to meet deadlines</p>	Application form and interview

Essential	Method of assessment
<p>Competence in the use of IT including virtual learning environments such as Blackboard and Pebble Pad</p> <p><b>Grade 9:</b>            Ability to lead taught modules and programmes for undergraduate and postgraduate students.            Ability to develop own teaching materials and contribute to course and programme development.            Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.            Ability to develop and maintain a pedagogic research programme.            Ability to secure research funds from external sources.            Excellent communication skills to build and maintain industry links that will support teaching and research activity</p> <p><b>Grade 10:</b>            Ability to lead the development of the teaching strategy within the subject area and beyond.            Highly developed communication and presentation skills            Ability to develop internal and external networks that will raise the profile of the subject/University.            Ability to develop and maintain a pedagogic research programme and to publish in high quality journals.            Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.            Ability to take on leadership role at Academic Department/School/University level.</p>	



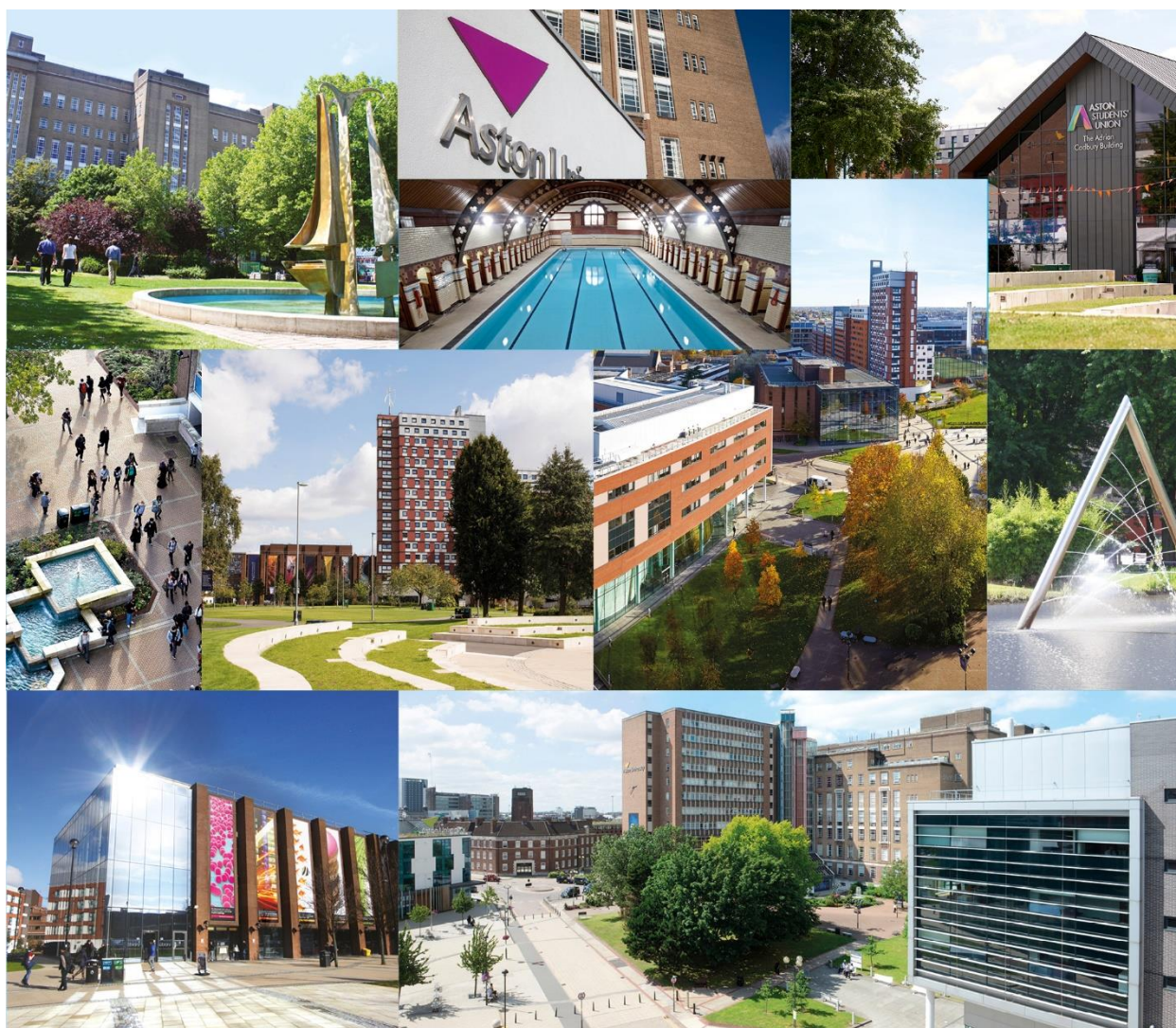
# How to apply

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 Matthew Olczak

Job Title: Reader and Head of Department

Email: [m.olczak@aston.ac.uk](mailto:m.olczak@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.**