



OPPORTUNITY

Teaching Fellow (Work based Learning Tutor) Operational Excellence and / or Technology & Innovation (2 posts)

Reference: 0125-23

Salary: £44,414 to £52,841 per annum (pro-rata) Grade 9, depending on experience

Contract Type: Continuing

Basis: Part Time (0.5 FTE)

Job description

Job Purpose:

To contribute to, develop and enhance the teaching and scholarship activities of the School, in the context of work-based learning, 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.

Main Duties/Responsibilities:

Professional Supervision

- ▶ To provide the first point of contact for both work-based learners and their managers / mentors in the workplace keeping them informed of learner progress.
- ▶ To support induction and onboarding of work-based learners.
- ▶ To conduct reviews with apprentices and their line managers/mentors both in person and on-line, building productive relationships and identifying any emerging issues, including safeguarding issues, providing interventions where required.
- ▶ To coach apprentices in developing the skills and behaviours required by the relevant apprenticeship standard and provide guidance to support the evidencing of their competence in an e-portfolio.
- ▶ To supervise work-based projects.
- ▶ To conduct skills workshops to prepare apprentices for the End Point Assessment.
- ▶ To provide ongoing pastoral support to apprentices as their Personal Tutor, referring to Student Services where necessary.
- ▶ To represent the University in the workplace and provide information, advice and guidance.

Teaching and Learning

- ▶ To teach work-based learning students both in person and through distance learning provision at undergraduate and postgraduate level, and to carry out the associated assessment processes.
- ▶ To innovate in teaching, demonstrating continuous professional development and critical reflective practice.
- ▶ To provide academic support, guidance and feedback to students in accordance with the School's requirements and procedures.

- ▶ 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 and develop 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 support and promote 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.

External Engagement

- ▶ To work with current and prospective employer partners to promote the School's work based learning portfolio and maintain excellent relationships.
- ▶ 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.
- ▶ 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 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 take part in and, if required, manage staff and employer seminars, cross-departmental activities and events e.g. Open Days.
- ▶ 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

- ▶ To 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.
- ▶ 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 as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Degree in general / manufacturing / mechanical engineering or a related discipline.</p> <p>Postgraduate Degree in relevant subject discipline or equivalent professional experience.</p> <p>Chartered status as a professional engineer or professional manager.</p> <p>Recognised teaching qualification at the appropriate level e.g. PGCPP (or equivalent)/ membership of Advance HE (formally known as the Higher Education Academy) at Fellow level or commitment to complete within one year of joining the university.</p>	Application form.
Experience	<p>Experience of supporting the professional development of staff within the workplace.</p> <p>Experience of teaching and assessment of work-based learning programmes in a relevant topic area to high standards and with demonstrable impact on students learning.</p> <p>Experience of working in, or closely with industry.</p>	Application form and interview.
Aptitude and skills	<p>Ability to provide coaching / professional supervision to work based learners.</p> <p>Credibility with senior industry stakeholders.</p> <p>Demonstrable project and relationship management skills to build and enhance relationships with regional and national employers.</p> <p>Ability to influence and negotiate at all levels internally and externally.</p>	Application form and interview and presentation.

	Essential	Method of assessment
	<p>Ability to lead taught modules for undergraduate and postgraduate work-based learners.</p> <p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Ability to harness IT as a teaching tool.</p>	

	Desirable	Method of assessment
Experience	<p>Experience of leading change through the management of operational improvement projects or introduction of innovative practice / technology in the workplace.</p> <p>Experience of managing key accounts and developing new business opportunities.</p>	Application form and interview.
Aptitude and Skills	Knowledge of the apprenticeship landscape and associated compliance requirements.	Interview and presentation.

Contact information

Enquiries about the vacancy:

Name: David Leach

Job Title: Senior Teaching Fellow / Programme Director

Email: d.leach@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:

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.**