Aston University
BIRMINGHAM UK

Where change gets real.

OPPORTUNITY

Teaching Associate – Digital Technology Solutions Degree Apprenticeships

Reference: 0649-23

Grade: 8

Salary: £37,099 to £44,263, per annum, depending on experience

Contract Type: Fixed Term (24 months)

Basis: Full Time

Job description

Job Purpose:
To contribute, develop and enhance the teaching and scholarship activities of the department 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, businesses, and industry as appropriate to the subject discipline and University strategy.

Main duties and responsibilities

Teaching and Learning
- To teach, supervise, and assess work-based and degree apprenticeship learners enrolled on all stages of the DTS programme.
- To develop high-standard teaching materials and approaches suitable for work-based and degree apprenticeship programmes.
- To provide academic support and feedback to students in accordance with the department's requirements and procedures.
- To promote excellence and innovation in learning and teaching activities of the department.
- To maintain high academic and quality standards by continuously monitoring the student progress, reflecting on teaching practice, and participating in peer-observation of teaching.
- To work with employers and other stakeholders to create technology-enhanced blended learning programmes of study which widen access to higher education and enable greater diversity within the engineering related professions.
- To communicate and cooperate effectively with other members of the teaching, coaching and administration teams supporting the students on the programme.
- To contribute to the development of department teaching and learning strategies, including representing the department in different committees such Learning and Teaching Committee, Senate etc.
- To participate in the department's wider activities such as student recruitment, student induction, marketing, staff appointments, etc.
- To undertake academic administration relevant to the needs of the post.

Research and/or Scholarly Activity
- To carry out scholarship activities within the subject area; and to maintain and update the specialist knowledge.
- To lead a pedagogical and/or academic research programme consistent with the priorities and strategy of the department, making original contributions to scholarship in the discipline.
- To disseminate the outcomes of research in professional journals, textbooks and at professional conferences and seminars etc.
- To share the findings of pedagogical research with colleagues within the department, the University, and the wider community to promote good practice.
- To collaborate in pedagogical research initiatives with colleagues in and beyond the department as appropriate.

External Engagement

▶ To represent the interests of the subject and department via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.

▶ To maintain and strengthen collaboration with the department's industrial partners.

▶ To establish partnerships with new companies interested in enrolling students on work-based programmes.

▶ 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 and overseas) policy-making and standards.

▶ To enhance the University's reputation with professional/scholarly bodies and other bodies representing relevant professional interests.

Citizenship

▶ To carry out specific department roles and functions as may be reasonably required (e.g. Module Co-ordinator, Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.

▶ To manage own teaching, scholarship and administrative activities.

▶ To provide pastoral care and support to students.

▶ To act as a coach and mentor to junior colleagues across the school.

▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events such as Open Days, Sixth Form Conferences, etc.

▶ To take part in academic department meetings and, on occasion, act as Chair of one or more of the department committees, these responsibilities being equitably distributed across the 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.

▶ To support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A first degree in Computer Science or other relevant disciplines. A recognised teaching qualification. Membership of the Higher Education Academy (HEA) (or the willingness to achieve this in the first 12 months of appointment)	Application form
Experience	Experience of teaching, supervising, and assessing degree apprenticeship and work-based learning programmes at different level. Experience of teaching and assessing in various formats (e.g. lectures, labs/practical sessions, live demos, monitored group work, etc.) delivered online or in the classroom, in short sessions and day-long teaching blocks. Experience of working with industry. Experience of using Virtual Learning Environments (VLEs) as learning tools (e.g., Blackboard). Track record of quality and innovation in teaching and learning and evidence of ongoing CPD.	Application form and interview
Aptitude and skills	Ability to teach a range of topics appropriate to all levels of an undergraduate computing course, including programming, software engineering and a number of specialist topics such as web development, information security, Artificial Intelligence, Geographic Information Systems and mobile development. Ability to manage module design, delivery, review and assessment, as well as student support and relevant	Application form and interview

	Essential	Method of assessment
	administrative duties, at the appropriate level of quality and in a timely fashion. Ability to provide tutorials and learning materials of high quality. Excellent communication and presentation skills. Ability to develop internal and external networks that will raise the profile of the subject/University.	

|	Desirable	Method of assessment
Education and qualifications	A PhD degree in Computer Science or other relevant disciplines.	Application form
Experience	Experience of teaching and assessing on distance learning programmes with online or blended delivery. Experience of designing a work-based and degree apprenticeship programme. Experience of initiating new research and in applying/securing external research funding.	Application form 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.
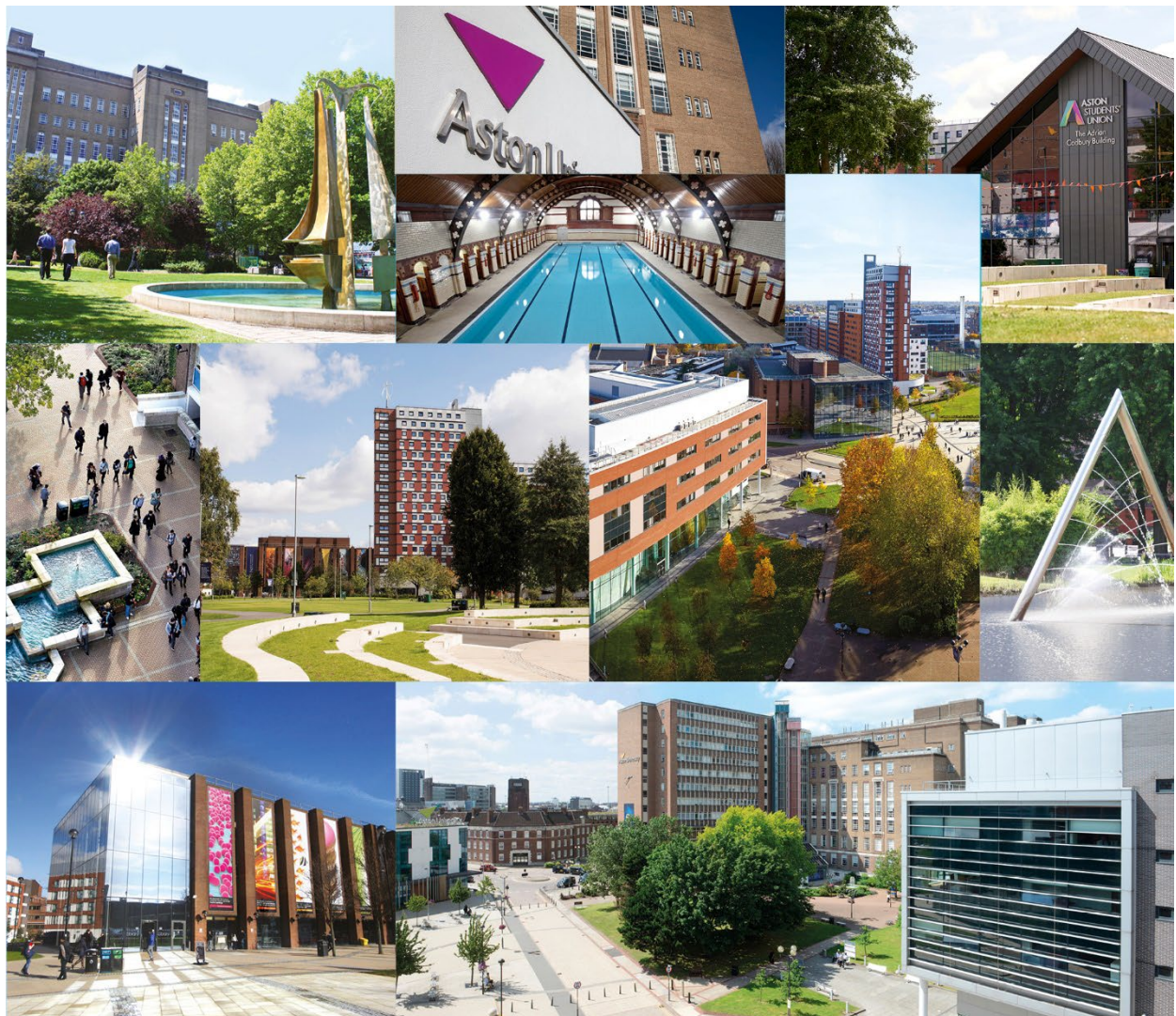
Contact information

Enquiries about the vacancy:

Name: Ahmad Baroutaji
Job Title: Interim Hod - Apec And Senior Teaching Fellow
Email: a.baroutaji@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:

Non-British/Irish citizens moving to the UK to work will need to apply for a visa in advance. You can find more information about visas for work on the gov.uk website here.
Before applying for this role, 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.

The most common types of visa to work in the UK 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

You can find information about the Global Talent Visa on the gov.uk website here, and on the Royal Society website here.

You can also find further information about work visa options on our website here.

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.