



## MSC / LLM Academic Support Tutor

Reference: 0728-23

Grade: 7 to 8

Salary: £29,605 to £44,263 per annum, depending on  
experience

Contract Type: Fixed Term (12 Months)

Basis: Full Time

# Job description

## Job Purpose

Following a significant increase in enrolled fulltime MSc students at Aston University, we are seeking MSc Support coaches to enrich the student experience, and work as part of a team to deliver proactive advice and guidance to students. The role will be a combination of professional development tutor through contributions to our Aston Global Advantage (AGA) module and academic support tutor.

Tasks may include (but not be limited to):

You will report to the AGA Lead working as part of a focused team to provide tailored support for Aston's MSc/LLM students across the fulltime offering. You will support teaching in employability skills as part of the renowned Aston Global Advantage module (AGA). You will be responsible for the assessment of coursework and presentations, practical advice, and support for teams of students involved in business simulations as part of the delivery team for the AGA. The marking of related assignments will also be a necessary part of the role.

Work as part of a team to develop and deliver a proactive contact outreach programme to ensure every fulltime MSc student has been invited to attend at least two personal tutor appointments per term and had the opportunity to have their CV reviewed before they complete their studies.

- This will involve working with the MSc Careers Consultants and MSc Programme Office to track and schedule appointments. Regular reporting will be required.
- You will provide pastoral support and guidance for our students as they study with us and help them navigate the requirements of our programmes and signpost them to further careers guidance and other support services as required.

For applicants with a Masters qualification (Level 7 qualification) - take part in the supervision of MSc student dissertations each year. Full training and support will be given

Grade 8 role:

This balance of this role is expected to be 40% contribution to AGA, 40% personal tutoring, and 20% dissertation support.

Grade 7 role:

This balance of this role is expected to be 60% contribution to AGA and 40% personal tutoring.

## External Engagement

- ▶ To attend and participate in internal and external networks as appropriate and within the interests of the School/ University.

- ▶ To work under the AGA experiential learning team to support student placement schemes with companies and research institutions both in the UK and overseas, as required.
- ▶ 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.

### **Main duties and responsibilities**

- ▶ To manage own teaching, scholarship and administrative activities with guidance as required.
- ▶ To provide pastoral care and support to students. Use listening, interpersonal and pastoral care skills to deal with sensitive issues and provide support.
- ▶ Appreciate the needs of individual students and their circumstances and to refer students as appropriate to services providing further help.
- ▶ To act as personal tutor providing first line support to students.
- ▶ To take part in and, if required, manage staff / team seminars, cross-departmental activities and events e.g. Open Days, recruitment events 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.
- ▶ Select appropriate assessment instruments and criteria (if required), assess the work and progress of students by reference to the criteria and provide constructive feedback to students (Grade 8 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 yourself 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.
- ▶ Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback (with guidance if necessary).
- ▶ Contribute to collaborative decision making with colleagues on academic content and method of delivery of modules, and on the assessment of students' work.

- ▶ Transform and apply knowledge acquired from scholarship to teaching.

Other duties may be required from time to time which are commensurate with the post held. Some evening and weekend work may be necessary.

## Person specification

|                                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Method of assessment           |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Education and qualifications</b> | <p>Degree in relevant subject discipline</p> <p>Coaching or counselling qualification or being prepared to work towards this.</p> <p><b>Grade 8 Only</b></p> <p>Masters/Post Graduate Diploma in a relevant subject discipline</p>                                                                                                                                                                                                                                                                                                               | Application form               |
| <b>Experience</b>                   | <p>Experience of preparing and presenting information in a clear and concise way.</p> <p>Experience of using VLEs as a learning tool e.g. Blackboard.</p> <p>Experience of supporting the development of teaching and learning materials within the wider team.</p> <p>Experience of supporting adult learners.</p>                                                                                                                                                                                                                              | Application form and interview |
| <b>Aptitude and skills</b>          | <p>Excellent communication skills to build external contacts that will support teaching activity.</p> <p>Ability to build effective working relationships with a wide cross-section of students from a variety of backgrounds.</p> <p>Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities.</p> <p>Excellent listening skills and the ability to quickly problem-solve and suggest solutions.</p> <p>Highly developed interpersonal skills with the ability to provide tutorial and</p> | Application form and interview |

|  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Method of assessment |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|  | <p>counselling advice to postgraduate students.</p> <p>Good organisational skills including the ability to meet deadlines.</p> <p>Competence in the use of IT including virtual learning environments such as Blackboard and Pebble Pad.</p> <p><b>Grade 8 Only</b></p> <p>Ability to develop teaching materials and contribute to course and programme development within the wider team.</p> <p><b>Grade 7 Only</b></p> <p>Willing to support the development of teaching and course materials to aid programme development.</p> |                      |

|                                     | Desirable                                                                                                                                              | Method of assessment           |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Education and qualifications</b> | Recognised teaching qualification a relevant discipline/ Membership of Advance HE (formerly known as Higher Education Academy or HEA) at Fellow level. | Application form               |
| <b>Experience</b>                   | Experience of teaching and assessing within a degree programme.                                                                                        | Application form and interview |

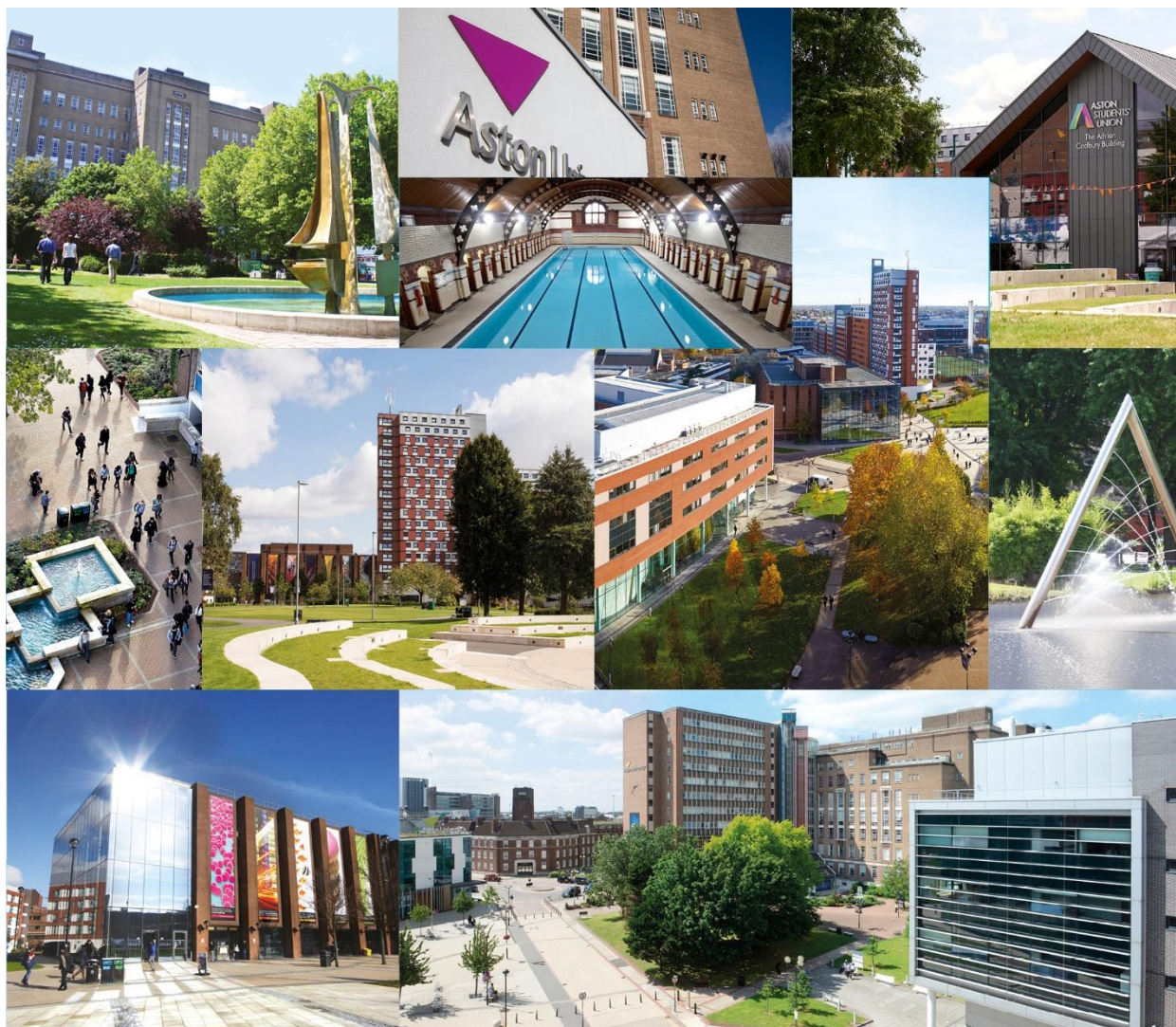
# How to apply

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](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Jude Preston

Job Title: Lecturer Teaching Focused

Email: [j.preston1@aston.ac.uk](mailto:j.preston1@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:

### 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 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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gets real.**