



**IMPACT**

## Teaching Fellow and Programme Director

**Reference:** 0862-23

**Grade:** 9

**Salary:** £45,585 to £54,395, per annum, depending on experience

**Contract Type:** Continuing.

**Basis:** Full Time

# Job description

## Job Purpose:

This role is to oversee the delivery of Aston's collaborative international programmes in Psychology and to deliver teaching and other programme director activities in psychology as required. The role will involve curating and ensuring the quality of our collaborative programmes via virtual learning environments. This will necessitate coordinating and liaising between UK based, distance, and international programme. Some international travel is expected as part of this role.

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. 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 and responsibilities

### Teaching and Learning

- 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 will demonstrate a track record of quality and innovation in learning and teaching.
- 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 provide academic support, pastoral care and advice, 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 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

- 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 represent the interests of the subject and School via activities to raise the regional, national, and international profile, particularly with the professions, schools, and businesses.
- To develop student placement schemes with companies and research institutions both in the UK and overseas.
- 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) policymaking and standards.
- To forge relationships and enhance the University's reputation with professional/scholarly bodies and other bodies representing relevant professional interests.

### **Citizenship**

- To carry out specific School 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 provide pastoral care and support to students.
- To act as coach and mentor to junior colleagues across the school.
- To take part in and, if required, manage staff seminars, cross-departmental activities, and events e.g., Open Days, Sixth Form Conferences etc.
- To take part in 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**

- ▶ 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>Good first degree in psychology or related discipline in Psychology (2:1 or First Class)</p> <p>A Doctorate in Psychology or related discipline.</p> <p>Fellowship of Advance Higher Education (FHEA) or a Postgraduate Certificate in Professional Practice (PGCPP), or equivalent qualification.</p> <p>(Those appointed without FHEA will be expected to undertake these as soon as possible.)</p>	Application form
<b>Experience</b>	Experience of designing and delivering high quality lectures and interactive group-work seminars effectively within a relevant discipline.	Application form and interview
<b>Aptitude and skills</b>	<p>Experience of virtual learning environments.</p> <p>Experience of distance learning.</p> <p>Strongly held commitment to fostering a supportive and effective learning environment.</p> <p>Excellent communication and interpersonal skills to work collaboratively and effectively with all colleagues, fostering a positive working environment.</p> <p>Commitment to continuous professional development with ability to demonstrate ambition, self-</p>	Application form and interview

	Essential	Method of assessment
	<p>motivation, and an upward trajectory of professional development.</p> <p>Ability to work under time pressure, prioritise and quality assure own work and that of other academics contributing to the Block.</p> <p>Excellent oral and written communication skills, including an ability to communicate complex analytical concepts, data and analysis to students and professionals including those professionals from other disciplines.</p> <p>Commitment to observing the University's Equal Opportunities Policy at all times.</p>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<p>Membership/Fellowship of a relevant professional body.</p> <p>A PG Diploma or Masters in Professional Practice (PGCPP) or Higher Education, or equivalent qualification.</p>	Application form
<b>Experience</b>	<p>Understanding and experience of curriculum and assessment development in higher education.</p> <p>Experience of module organization and programme leadership in higher education.</p> <p>Experience of the delivery of international education programmes.</p>	Application form and interview

# How to apply

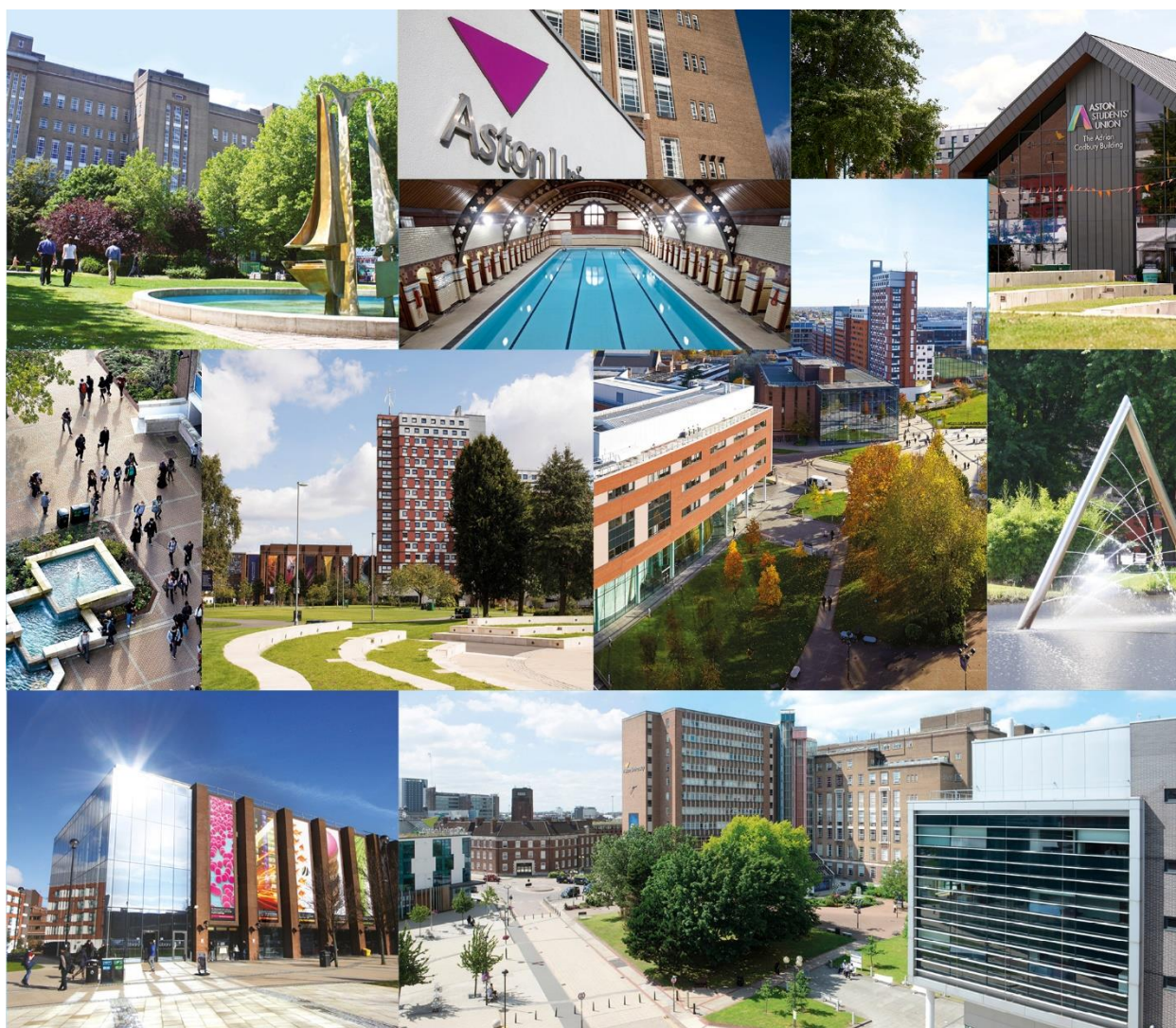
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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: Professor Richard Tunney

Job Title: Head of School

Email: [r.tunney@aston.ac.uk](mailto:r.tunney@aston.ac.uk)

## Enquiries about the application process, shortlisting, or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk)

# 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 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 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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**aston.ac.uk**



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gets real.**



