

Teaching Fellow

OPPORTUNITY

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Reference: 0431-24

Grade: 8

Salary: £37,999 to £45,163, pro-rata, depending on experience

Contract Type: Permanent

Basis: Part-Time (14.5)

Job description

Aston University intends to appoint an Engineering Teaching Fellow (grade 8) within the Aston Professional Engineering Centre (APEC). Applications are welcomed from individuals with teaching interests in Control Systems and Instrumentation, digital engineering, power systems, and Electro-Mechanical Principles. The post holder will be part of the teaching team of work-based and degree apprenticeship of BEng Professional Engineering and FdEng Electrical Power Engineering Programmes.

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 at different levels including foundation, undergraduate and postgraduate.
- ▶ To develop high-standard teaching materials and approaches suitable for workbased 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 peerobservation 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

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

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ A first degree in electrical and electronics engineering, mechatronic, control systems, or closely related disciplines. ▶ A PhD in electrical and electronics engineering, mechatronic, control systems, or closely related disciplines or PhD near to completion. ▶ A recognised teaching qualification. ▶ Membership of the Higher Education Academy (HEA) (or the willingness to achieve this in the first 12 months of appointment). ▶ Membership of relevant professional bodies such as IET, IMechE, etc. 	Application form.
Experience	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Ability to teach a range of topics appropriate to all levels of professional engineering programmes. ▶ Ability to manage module design, delivery, review and assessment, as well as student support and relevant administrative duties, at the appropriate level of quality and in a 	Application form and interview.

	Essential	Method of assessment
	<p>timely fashion.</p> <ul style="list-style-type: none"> ▶ 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
Experience	<ul style="list-style-type: none"> ▶ 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.
Aptitude and Skills	<ul style="list-style-type: none"> ▶ Ability to record and prepare learning videos to support asynchronous learning. ▶ Ability to develop and maintain a pedagogic research programme and to publish in high quality journals, 	Interview and presentation.

How to apply

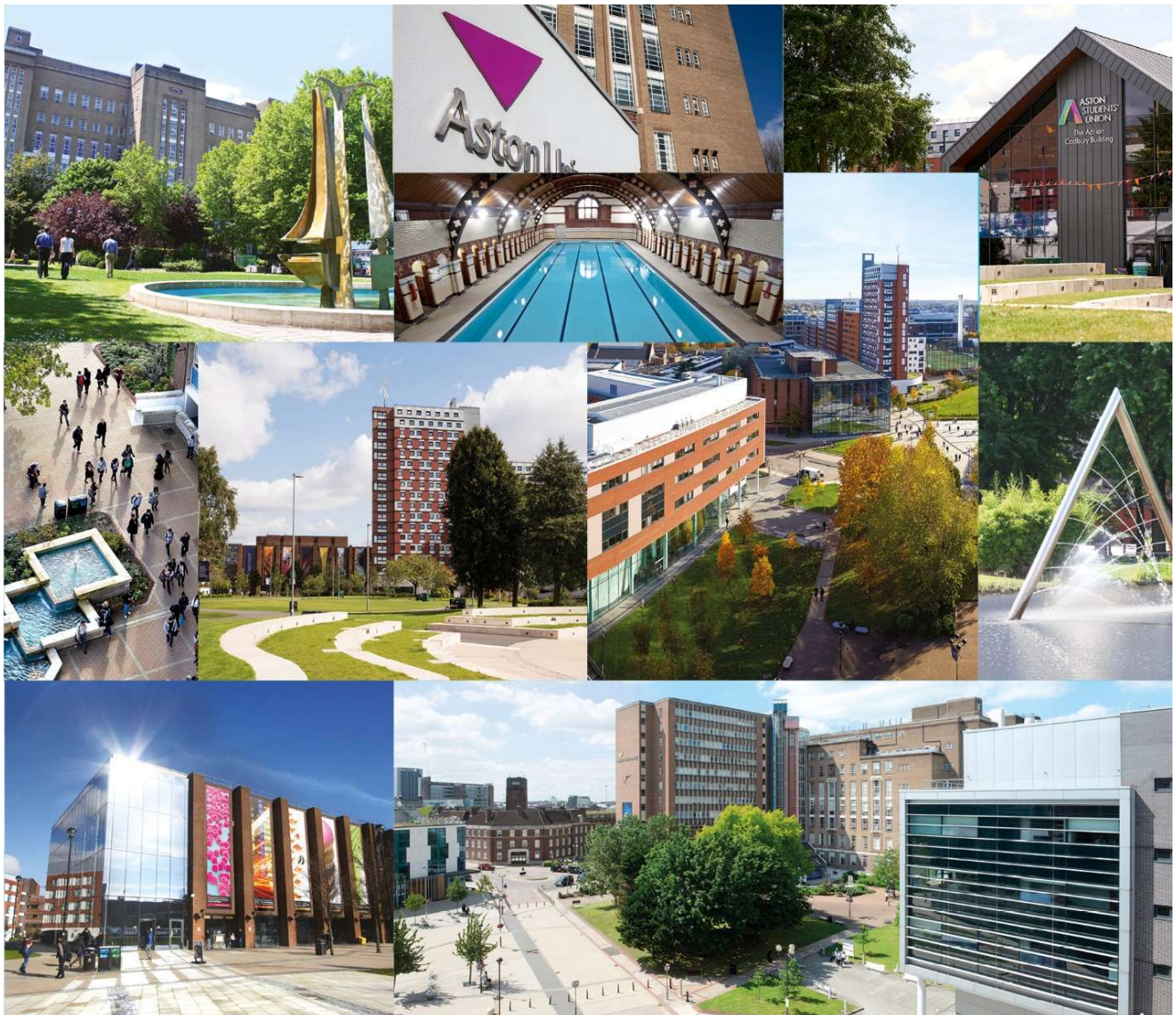
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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 directly 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 recruitment@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Dr. Ahmad Baroutaji
Job Title: Interim Head of APEC
Email: a.baroutaji@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

British Citizens or Irish Nationals

- EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme
- Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK

The main routes available for those who need a visa to work in the UK are Skilled Worker, Global Talent and the Graduate Route.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS): If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

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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