

**Teaching Fellow in English  
Language and Literature  
(Internal only)**



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0569-24**

**Grade: 8**

**Salary: £37,999 (£28499.25 pro rata)**

**Contact Type: Fixed Term (12 months)**

**Basis: Part Time**

## Job Description

You will be joining an energetic and friendly team, one of the subject departments within the School of Law and Social Sciences in the College of Business and Social Sciences. We offer undergraduate single honours and joint honours programmes in English Language, English Literature, and History, and postgraduate programmes in English and TESOL. Our current areas of teaching and research specialisms are: Corpus Linguistics, Discourse Analysis, Language and Literacy Education, Literary Linguistics and Cognitive Poetics, Contemporary and Popular Fiction, Sociolinguistics, and TESOL.

We are proud of the applied focus of our research and teaching. We share our knowledge with practitioners: the police, business leaders, teachers and members of the local community. Most of all we aim to inspire our students so that they share our enthusiasm for exploring knowledge in applied ways. All of our programmes have a strong emphasis on the development of applied knowledge and critical skills to support further study and employability.

### Some of our aims:

- ▶ Develop our research profile and outputs so that we are recognised as one of the UK's leading centres for scholarship and academic research in English.
- ▶ Establish a distinctive identity for Aston within the disciplines of English.
- ▶ Continue to share our research findings and to meet the academic and professional training needs of practitioners and members of local, national and international communities.
- ▶ Exploit synergies with other areas of the College of Business and Social Sciences and the wider University.
- ▶ Offer well-targeted, high-quality, and distinctive UG and PG programmes to our students that continue to receive top ratings.
- ▶ Increase the number of on-campus PhD students within our field, and to provide a vibrant research community within which they can study and thrive.

### Job Purpose:

To develop and enhance the research and teaching activities of the School of Law and Social Sciences and the College of Business and Social Sciences, and in particular in relation to English language and literature.

### Main duties and responsibilities

#### Teaching and Learning:

- ▶ To teach students at different levels as appropriate, and to carry out the associated examining processes.
- ▶ To support the design and content of specific areas of teaching and learning within the School's teaching programmes.
- ▶ To provide academic support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ Dependent on role focus and level of teaching experience, to mentor junior colleagues in effective teaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of programmes and the curriculum.

- ▶ To use and promote the use of a range of methods and techniques in teaching, learning and assessment including pursuing digital and modern methods of delivery.
- ▶ To engage in or lead on (depending on role focus) supporting and promoting quality assurance measures within the University e.g. by evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice.

### **External Engagement:**

- ▶ To develop plans to demonstrate research impact, identifying and pursuing opportunities for engagement with a range of external partners.
- ▶ 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 e.g. by promoting public understanding of the subject.

### **Citizenship:**

- ▶ To carry out specific roles and functions within the school as may be reasonably required.
- ▶ To participate in continuing professional development e.g. through seminars or conferences and by engaging in training programmes run by the University which are consistent with the needs and aspirations of the academic and the school.
- ▶ To contribute to and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences, Degree Ceremonies etc.
- ▶ To take part in the meetings and activities of the subject group and, on occasion, act as Chair of one or more of the school committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To demonstrate the University's leadership 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>	<ul style="list-style-type: none"> <li>• Undergraduate and Masters degrees in relevant subject.</li> <li>• PhD in English.</li> <li>• Recognised teaching qualification at the appropriate level / membership of Advance Higher Education Academy or with a commitment to attain within 24 months.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching and assessing within an undergraduate degree program including dissertation supervision.</li> <li>• Experience of teaching modules in across a range of areas in language and literature.</li> <li>• Experience of using VLEs as a learning tool (e.g. Blackboard).</li> </ul>	Application form, interview and presentation.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills to build external contacts that will support teaching and pedagogic research activity.</li> <li>• Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities, especially quantitative subjects.</li> <li>• Highly developed interpersonal skills with the ability to provide tutorial and counselling advice to</li> </ul>	Application form and Presentation.

	Essential	Method of assessment
	undergraduate and postgraduate students. <ul style="list-style-type: none"> <li>• Good organisational skills including the ability to meet deadlines.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Membership of relevant professional body.</li> </ul>	Application form.

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

**Values + Behaviours**

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
<p>We strive for excellence within ourselves and others, providing solutions to new and existing challenges.</p>	<p>We work best when we are collaborative, working together to contribute to the Aston community.</p>	<p>We strive together for improvement and innovation looking ahead to see the bigger picture.</p>	<p>We treat everyone in our community equally and how they would like to be treated.</p>	<p>We are open, honest and fair. We take ownership of the way we work and how we treat each other.</p>

## 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 23.59pm 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### **Enquiries about the vacancy:**

Name: Marcello Giovanelli

Job Title: Head of English Language and Linguistics

Email: [m.giovanelli@aston.ac.uk](mailto:m.giovanelli@aston.ac.uk)

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

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

Aston University  
Birmingham  
B4 7ET, UK.  
+44 (0)121 204 3000

[www.aston.ac.uk](http://www.aston.ac.uk)