

Teaching Fellow (Work-Based Learning)

OPPORTUNITY

Where change
gets real.



Reference: 0023-25

Grade: 8/9

Salary: £38,249 to £55,755 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Aston Professional design and deliver Aston University's portfolio of work-based, apprenticeship and executive education programmes – a key focus of the University's 2030 strategy.

We are currently enjoying a period of rapid growth in our supply chain degree apprenticeship programmes, building on our reputation for excellence in this field and our deep partnerships with leading automotive, aerospace, engineering, FMCG manufacturing, retail and logistics companies.

To support growth, we are recruiting a specialist Teaching Fellow to further strengthen our teaching and learning team. The aim of the post is to work with colleagues, employers and learners to further develop, deliver and enhance professional education for work-based learner in this field.

Main Duties and Responsibilities:

Teaching, Learning and Professional Development

- ▶ To support induction and onboarding of work-based learners.
- ▶ To teach work-based learning students both in person and through distance learning at undergraduate level, and to carry out the associated assessment processes.
- ▶ To mentor apprentices in developing the skills and behaviours required by the relevant apprenticeship standard and provide guidance to support the evidencing of their competence.
- ▶ To provide academic support, guidance and feedback to students in accordance with Aston Professional's requirements and procedures.
- ▶ To provide ongoing pastoral support to apprentices as their Personal Tutor, referring to Student Services where necessary.
- ▶ To supervise work-based projects.
- ▶ To conduct skills workshops to prepare apprentices for the End Point Assessment.
- ▶ To maintain records as required to demonstrate compliance with rules governing the provision and funding of apprenticeships.
- ▶ To innovate in teaching, demonstrating continuous professional development and critical reflective practice.
- ▶ To formally and informally mentor junior colleagues in teaching, providing developmental feedback e.g. through peer observation.

For appointment at Grade 9

- ▶ To support and promote standards, quality assurance, audit and other external assessments within the University. Carrying out evaluation and development in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To informally and formally mentor junior colleagues in effective teaching practice.

- ▶ To co-ordinate and supervise the activity of teaching teams as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student progress.

Research

- ▶ To pursue and develop pedagogical research consistent with the teaching priorities and strategy of the School.
- ▶ 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 and beyond the School.

For appointment at Grade 9

- ▶ To develop proposals and secure competitive external funding as relevant to the subject discipline
- ▶ To collaborate in initiatives with colleagues in and beyond the School, including University-wide multi-disciplinary groups, as appropriate.

External Engagement

- ▶ To work with current and prospective employer partners to promote Aston Professional's work-based learning portfolio and maintain excellent relationships.
- ▶ 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 Aston Professional via activities to raise the regional, national and international profile, particularly with the professions and businesses.

For appointment at Grade 9

- ▶ 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.

Citizenship

- ▶ To carry out specific roles and functions within Aston Professional as may be reasonably required e.g. Module Leader, Personal Tutor, Professional Supervisor.
- ▶ To manage own teaching, scholarship and administrative activities.
- ▶ To take part in and, if required, manage staff and employer seminars, cross-departmental activities and events e.g. open days, line manager briefings.
- ▶ To contribute to 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.

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 as well as working 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"> ▶ First degree in supply chain/operations management or related discipline; or a first degree in an un-related field coupled with at least 5 years of professional experience within supply chain management. ▶ Recognised teaching qualification (or willingness to undertake) a relevant discipline/ Membership of Advance HE (formally known as Higher Education Academy or HEA) at Fellow level <p>For appointment at grade 9</p> <ul style="list-style-type: none"> ▶ Recognised teaching qualification at the appropriate level e.g. PGCPP (or equivalent)/ membership of Advance HE (formally known as the Higher Education Academy) at Senior Fellow level 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of teaching and assessment of work-based learning programmes in a relevant topic area; or; substantial experience of supporting the professional development of learners within the workplace. ▶ Experience of working in, or closely with industry within a supply chain context. <p>For appointment at grade 9</p> <ul style="list-style-type: none"> ▶ Experience of curriculum design, review and implementing innovative ideas 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Experience of writing pedagogic materials, publications or textbooks 	
Aptitude and skills	<ul style="list-style-type: none"> ▶ Ability to provide mentoring / professional supervision to work based learners. ▶ Ability to lead taught modules for undergraduate work-based learners. ▶ Ability to develop own teaching materials and contribute to course and programme development. ▶ Demonstrable relationship management skills to build and enhance relationships with regional and national employers. ▶ Ability to influence and negotiate at all levels internally and externally. ▶ Ability to harness IT as a teaching tool. <p>For appointments at Grade 9</p> <ul style="list-style-type: none"> ▶ Ability to develop and maintain a pedagogic research programme ▶ Ability to secure research funds from external sources. 	Application form and interview

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Fellow Advance HE (or willingness to undertake within 18 months of appointment). ▶ Postgraduate Degree in relevant subject discipline. ▶ Chartered status as a logistics / supply chain professional or professional manager. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Management experience within the supply chain or experience of leading change through operational improvement projects and / or introduction of innovative practice / technology. ▶ Experience of managing key accounts and developing new business opportunities. 	Application form and interview
Aptitude and Skills	<ul style="list-style-type: none"> ▶ Knowledge of the apprenticeship landscape and associated compliance requirements. ▶ Flexible and adaptable, willing to challenge and innovate 	Interview

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



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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.

Contact information

Enquiries about the vacancy:

Name: Goudarz Poursharif

Job Title: Dean Of Professional Education

Email: g.poursharif@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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