



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0174-25**

**Grade: 8**

**Salary: £38,249 to £49,413, per annum, depending on experience**

**Contact Type: Fixed Term (36 Months)**

**Basis: Full Time**

## Job description

### Job Purpose:

This is an exciting opportunity to join the distinctive, friendly and growing Aston Law School, which is a department within the School of Law and Social Sciences.

In particular, we are looking for colleagues to contribute to, develop and enhance the teaching activities of Aston Law School primarily in one or more of the areas below, whether independently or as part of a team:

- Criminal law
- Contract/ Commercial/ Business law
- Land law
- Professional skills/ Clinical legal education

Whilst ability and effectiveness should be demonstrated in all areas, we envisage these roles focussing on teaching and learning, supported by scholarship. The detail of the balance between these areas will be discussed and agreed with the successful candidates and revisited in the performance and development review process to ensure alignment with operational needs, School and University strategy and with consideration of the individual's career goals and development plans.

### Main Duties/Responsibilities:

#### Teaching and Learning

- ▶ To teach students at different levels as appropriate including undergraduate and postgraduate students, and to carry out the associated assessment processes.
- ▶ To be responsible for the design and content of specific areas of teaching and learning within Aston Law School's teaching Programmes, identifying areas in need of revision or improvement.
- ▶ To provide academic support, pastoral care and advice to undergraduate and postgraduate students.
- ▶ If involved in the provision of Clinical Legal Education, to support Aston Law Clinic by supervising students in the delivery of commercial legal advice (subject to necessary qualifications)
- ▶ 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 supporting and promoting quality assurance measures within the University e.g. by evaluation and development of a range of modules or within a subject area 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.

#### Scholarship

- ▶ To develop a personal scholarship programme that supports your teaching in ways that are consistent with Aston Law School's priorities.

- ▶ To collaborate in teaching related initiatives with colleagues in and beyond the School, as appropriate (e.g. review of reading lists, contribute to book chapters, etc).

### **External Engagement**

- ▶ To support student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks such as the Association of Law Teachers.

### **Citizenship**

- ▶ To carry out specific Aston Law School roles and functions as may be reasonably required (e.g. Module Leader, Personal Tutor, mooted judge)
- ▶ To provide pastoral care and support to students.
- ▶ To act as personal tutor providing first line support to students.
- ▶ To take part in staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To contribute to Academic Department meetings.
- ▶ 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>	<ul style="list-style-type: none"> <li>▶ A good first degree in Law.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of teaching and assessing within a law degree programme with demonstrable impact on students learning (or equivalent experience in practice or related fields).</li> <li>▶ Experience of using VLEs as a learning tool e.g. Blackboard.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Ability to develop own teaching materials and contribute to module and programme development.</li> <li>▶ Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</li> <li>▶ Excellent communication skills to build and maintain external links that will support your role.</li> <li>▶ Ability to harness IT as a teaching and research tool.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Postgraduate qualification in Law (or equivalent).</li> <li>▶ Recognised teaching qualification at the appropriate level e.g. PGCPP (or equivalent)/ membership of Advance HE (formally known as the Higher Education Academy) at Fellow level</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Ability to lead taught modules and programmes for undergraduate and postgraduate students.</li> <li>▶ Experience of working as part of an</li> </ul>	Application form and interview

	Desirable	Method of assessment
	effective team.	
<b>Aptitude and Skills</b>	<p>You will have a 'can do' attitude and be able to:</p> <ul style="list-style-type: none"> <li>▶ Commit to continuous improvement of legal education that combines robust academic understanding with practical insight and embedded skills</li> <li>▶ Explore and collaborate in the pursuit of new and distinctive approaches to your work</li> <li>▶ Commit to improving social mobility</li> </ul>	Application form and 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

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Dr Kristie Thomas

Job Title: Interim Head of Aston Law School

Email: [k.thomas5@aston.ac.uk](mailto:k.thomas5@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>

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