

Teaching Fellow



OPPORTUNITY

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Reference: 0638-25

Grade: 8

Salary: £41,064 to £46,049, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

As a member of the Learning Services team within Library and Learning Services (L&LS), the post holder will provide high quality learning and teaching support to all Aston University students.

Working within the Academic Skills and Mathematics Support team, the post holder will support academic writing development, research skills, communication and study skills development for undergraduate and postgraduate students (pre- and post-entry). Teaching will be in the form of one-one tutorials, small/large group teaching, and online tutorials and virtual classrooms.

With enthusiasm for new technology, you will contribute to students' development of digital awareness and skills for learning and assessment. Experienced in student partnership working, you will also play a key role in developing Peer Assisted Learning schemes across the university.

You will collaborate with academic staff to embed academic skills into Aston University programmes, and work alongside the Learning Services team to develop learning resources and approaches that enrich the student experience and support Aston's omnichannel delivery and strategic objectives.

You will be involved in Learning Services monitoring and evaluation activities to maintain and enhance the quality of academic skills teaching to support student progression and success.

Main duties and responsibilities

- ▶ To teach in a developing capacity (one-one and group teaching), students at different levels including foundation, undergraduate and postgraduate students.
- ▶ To work with the Learning Services team to design and deliver academic skills workshop programmes and activities.
- ▶ To collaborate with colleagues in Aston's Colleges and Schools to embed academic skills support within taught programmes.
- ▶ Stay informed about university and taught programme developments and actively share relevant insights within Learning Services and the wider library team to support effective planning and service enhancement.
- ▶ To teach using an appropriate range of learning and teaching methods and techniques for blended learning environments and omnichannel delivery.
- ▶ Consult and collaborate with colleagues in the wider university to provide appropriate learning support for students, and to contribute to development activities related to the support of student attainment, retention and success.
- ▶ Identify and create resources to support student learning that can be made available in a variety of modes including hard copy, Virtual Learning Environment (BlackBoard) and the L&LS website.
- ▶ Collaborate with students and staff to co-create learning resources and activities, and to develop strategies that enhance student voice in Library and Learning Services (L&LS) initiatives (e.g. Peer Assisted Learning).
- ▶ To provide pre-entry support for prospective Aston University students and contribute to relevant outreach activities as needed.
- ▶ Promote the visibility of Library and Learning Services (L&LS) and academic skills development, enhancing engagement with its services and resources through targeted promotional activities, effective communication channels, and collaborative work practices.
- ▶ Maintain professional awareness and actively engage with sector developments by building networks, disseminating practice, and representing Aston University at conferences, external meetings, and regional or national groups.
- ▶ Monitor and evaluate practices to support continuous quality assurance and enhancement, ensuring alignment with student and institutional needs, and driving ongoing improvement.

- ▶ Capture and analyse relevant data to generate insightful reports and evidence-based recommendations that drive improvements across Library and Learning Services (L&LS) and support the promotion of its services.
- ▶ To participate in relevant University meetings/committees and quality enhancement activities as appropriate.
- ▶ To engage in other tasks and responsibilities associated with the grade of the post as identified and agreed by the Head of Academic Skills and Mathematics Support.

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
Education and qualifications	<p>Degree or equivalent.</p> <p>Masters/Postgraduate Diploma.</p> <p>Teaching qualification/Learning Development Qualification.</p>	Application form
Experience	<p>Experience of teaching academic writing/academic skills in Higher Education.</p> <p>Experience of teaching in blended learning environments.</p> <p>Experience of developing learning and teaching resources.</p> <p>Proven ability to apply learning and teaching methods to meet the needs of diverse student groups.</p> <p>Experience of using feedback and data to inform and enhance practice.</p> <p>Up to date knowledge of academic issues related to learning development in Higher Education.</p>	Application form and interview
Aptitude and skills	<p>Fluent spoken and written English.</p> <p>Ability to explain concepts and theories in a clear and understandable manner to a range of abilities.</p> <p>Ability to contribute to course and programme development.</p> <p>Excellent presentation skills and ability to present information clearly and concisely.</p> <p>Ability to prioritise and work under pressure.</p> <p>Good team working skills.</p>	Application form and interview


	Essential	Method of assessment
	<p>Ability to communicate effectively with all stakeholders (including students and staff).</p> <p>Approachable, patient and reliable.</p> <p>Competent digital skills, including use of virtual learning environments.</p> <p>Committed to ongoing personal and professional development.</p> <p>Committed to observing the University's Equal Opportunities policy at all times.</p>	

	Desirable	Method of assessment
Education and qualifications	<p>Degree in an Engineering related subject.</p> <p>Advance HE Fellowship.</p>	Application form
Experience	<p>Experience of teaching in Further Education.</p> <p>Experience of teaching International Students.</p> <p>Experience of developing online learning materials and resources to enhance teaching and learning.</p> <p>Knowledge and understanding of the needs of work-based, part-time and distance learners.</p>	Application form and interview
Aptitude and Skills	<p>Willingness to engage with educational research in this area.</p>	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




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: Dr Debbie De

Job Title: Senior Teaching Fellow

Email: d.de@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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