

## Teaching Fellow - Business and Management



**OPPORTUNITY**

Where change gets real.



**Reference: 1663-25**

**Grade: 8 or 9**

**Salary: £38,784 to £56,535 per annum, depending on experience**

**Contract Type: Fixed Term (24 Months)**

**Basis: Full Time**

# Job description

## Job Purpose:

The postholder will contribute to, develop, and enhance the teaching and scholarship activities of the School, either independently or as part of a team, through their professional practice and subject expertise. This post is based in London and is intended primarily to support Aston London teaching provision at both Undergraduate and Postgraduate levels. The main areas of contribution will be within Business and Management, including Strategic Management, Leadership, and Management Consultancy. The postholder will also be expected to support the Birmingham provision on an occasional basis, as required. In addition, they will contribute to the development of external relationships with regional, national, and international stakeholders—such as government agencies, schools and colleges, professional bodies, and industry partners—in alignment with the subject discipline and the strategic priorities of the School and University.

## 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 (including marking and moderation).
- To deliver teaching primarily at Aston London, ensuring a high-quality learning experience across the London-based provision.
- To collaborate with colleagues as appropriate, ensuring that the programme meets quality standards, monitoring delivery and student progress.
- To provide academic support, pastoral care and advice to foundation, undergraduate and postgraduate students.
- To collaborate 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 support student voice initiatives – e.g. MEQ, NSS, PTES.
- To support Birmingham-based provision on an occasional basis, as required.

### External Engagement

- 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 School via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.
- To support external engagement and partnership development relevant to Aston London, including relationships with London-based employers, professional bodies and educational partners.

## **Citizenship**

- To carry out specific School roles and functions as may be reasonably required e.g. Module Leader, Personal Tutor.
- To manage own teaching, scholarship and administrative activities.
- To provide pastoral care and support to students.
- To act as personal tutor providing first-line support to students.
- To take part in cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- To contribute to the wider Aston London academic community, including participation in induction, student-support activities and site-based academic events.
- 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.
- To uphold a visible and professional presence on the Aston London campus, ensuring that students receive consistent support and engagement.

## **In addition, at grade 9**

- To be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes with appropriate guidance.
- To innovate in teaching, demonstrate continuous professional development and critical reflective practice.
- To contribute to module development or redesign in relevant areas ensuring alignment with School strategy and London market needs.
- To carry out specific School roles and functions as may be reasonable required e.g. Programme Director.
- To contribute to the strategic development of Aston London provision, including identifying opportunities for curriculum enhancement, new modules, or employer-engaged activities.
- To engage in scholarship that informs teaching practice, including pedagogic innovation, student learning enhancement, or industry-informed curriculum development.
- To represent Aston London in internal School committees or working groups where a London perspective is essential to decision-making.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Master's degree in a relevant field of business and management.</p> <p>Evidence of subject expertise relevant to Business and Management teaching, including areas such as Strategic Management, Leadership, or Management Consultancy.</p> <p><b>In addition, at grade 9:</b></p> <p>A recognised teaching qualification / membership of the Higher Education Authority at Fellow level or willingness to do so within 12 months of taking up appointment.</p>	Application form
<b>Experience</b>	<p>Experience of teaching and assessing within a degree programme to high standards and with demonstrable impact on student's learning.</p> <p>Experience of teaching at Undergraduate and/or Postgraduate level in Business and Management subjects.</p> <p>Experience of using VLE's as a learning tool e.g. Blackboard.</p> <p><b>In addition, at grade 9:</b></p> <p>Demonstrated contribution in pedagogical development or curriculum design.</p> <p>Experience of supervising undergraduate and postgraduate dissertation projects.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to lead taught modules for undergraduate and postgraduate students.</p> <p>Ability to develop own teaching materials and contribute to course and programme development.</p>	Application form and interview

	<b>Essential</b>	<b>Method of assessment</b>
	<p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Excellent communication skills that will support teaching.</p> <p>Ability to harness IT as a teaching tool.</p>	

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	<p>A doctorate (or near completion) in a relevant subject discipline in Business and Management.</p> <p>Membership of a relevant professional body.</p> <p>Senior Fellowship of the HEA.</p>	Application form
<b>Experience</b>	Experience of curriculum design, review and implementing innovative ideas.	Application form and interview and presentation
<b>Aptitude and Skills</b>	Strong engagement with external stakeholders (e.g., external organisations, policy bodies, or HR/leadership consultancies).	Interview and presentation

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

## Contact information

### Enquiries about the vacancy:

Name: Professor Roberta Fida

Job Title: Professor and Head Of Department - Leadership And Management

Email: [r.fida@aston.ac.uk](mailto:r.fida@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 are applying for is listed as 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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