

**OPPORTUNITY**

Where change  
gets real.



**Reference: 0560-26**

**Grade: 10**

**Salary: £58,225 to £67,468, per annum, depending on experience**

**Contact Type: Permanent**

**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 who will provide educational leadership within Aston Law School, contributing to the delivery and development of our LLB Law programme and new LLM (Master of Law and Legal Practice (SQE1 and SQE2 Preparation)) programme.

You will deliver high-quality teaching and assessment, foster an inclusive learning environment, and support student success. The role also includes responsibility for contributing to programme management, leading pedagogic innovation, and supporting School-wide initiatives that strengthen the student experience, digital education, and development of employability and professional skills.

### 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 examining processes. Senior Teaching Fellows will demonstrate a track record of quality and innovation in learning and teaching.
- ▶ To provide effective leadership of teaching teams e.g. through programme management, curriculum design, implementation and innovations leading to improvements in student learning and the student experience.
- ▶ To provide academic support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ To contribute to the development of School teaching and learning strategies, including taking on roles representing the School e.g. on Learning and Teaching Committee, Senate etc.
- ▶ To identify opportunities for the strategic development of new courses or areas of activity.
- ▶ To lead on supporting and promoting standards, quality assurance, audit and other external assessments within the University. Carrying out evaluation and development of in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To formally and informally mentor junior colleagues in teaching, providing developmental feedback e.g. through peer observation.

#### Research

- ▶ To lead a pedagogical and/or academic research programme consistent with the priorities and strategy of the School, making original contributions to scholarship in the discipline.
- ▶ To publish the outcomes of research in professional journals, textbooks and at professional conferences and seminars etc. and to disseminate the findings of pedagogical research to colleagues within the School, the University and the wider community to benefit and promote good practice.
- ▶ To collaborate in initiatives with colleagues in and beyond the School as appropriate.
- ▶ To supervise students at undergraduate and postgraduate levels to completion and foster an environment which encourages research among students at postgraduate level.

## **External Engagement**

- ▶ 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 develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ 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 and overseas) policy-making and standards.
- ▶ To forge relationships and enhance the University's reputation with professional/scholarly bodies and other bodies representing relevant professional interests.

## **Citizenship**

- ▶ To carry out specific School roles and functions as may be reasonably required (e.g. Module Co-ordinator, Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.
- ▶ To provide pastoral care and support to students.
- ▶ To act as coach and mentor to junior colleagues across the school.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ To take part in 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**

- ▶ 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 or a related subject, focusing on the Law of England and Wales</li> <li>• A recognised teaching qualification at an appropriate level e.g. PGCPP (or equivalent) as well as a Post Graduate qualification in a relevant subject</li> <li>• Membership of Advance HE (formally known as the Higher Education Academy or HEA) at Senior Fellowship level.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching and assessment on relevant undergraduate and postgraduate programmes.</li> <li>• Experience of course management at module or programme level.</li> <li>• Experience of leading and embedding teaching and learning initiatives across School/University.</li> <li>• A track record of publications in e.g. authored textbooks, review articles, conference presentations at national and international level.</li> <li>• Experience of mentoring, coaching colleagues in teaching and learning.</li> <li>• Track record of quality and innovation in teaching and learning and evidence of ongoing CPD.</li> </ul>	Application form and interview.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Ability to lead the development of the teaching strategy within the subject area and beyond.</li> <li>• Highly developed communication and presentation skills</li> <li>• Ability to develop internal and external networks that will raise the profile of the subject/University.</li> <li>• Ability to develop and maintain a pedagogic research programme and to publish in high quality journals.</li> <li>• Ability to harness IT as a teaching and research tool.</li> </ul>	Application form and interview.

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Membership of Advance HE (formally known as HEA) at Principal Fellowship level</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of initiating an independent line of pedagogic research and in applying for and securing external research funding.</li> </ul>	Application form and interview.
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>Ability to take on leadership role at Academic Department/School/University level.</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



### 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: Dr Kristie Thomas  
Job Title: 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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