



OPPORTUNITY

Where change
gets real.



Reference: 0930-26

Grade: 7

Salary: £ £31,236 – £36,636 per annum, pro rata depending on experience

Contract Type: Fixed-term (maternity cover)

Basis: Part-time

Job description

Job Purpose:

To provide maternity cover. To contribute to, develop and enhance the teaching and scholarship and activities of the School either independently or as part of a team, through professional practice and expertise. To design and deliver teaching on modules and activities across the undergraduate and post-graduate curricula in Psychology.

Main Duties/Responsibilities

- To teach in a developing capacity, students at different levels as appropriate including foundation, undergraduate and postgraduate students and to carry out the associated examining processes.
- To be responsible for specific areas of teaching and learning within teaching programmes, with guidance if appropriate.
- To ensure own teaching meets quality standards, monitoring delivery and student progress.
- To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- To use a range of innovative methods and techniques in teaching, learning and assessment, covering clinical practice if relevant, including pursuing digital and modern methods of delivery.
- To engage in supporting and promoting quality assurance measures within the University e.g. by collaborating with academic colleagues in the evaluation, and development of modules within a subject area in terms of content, delivery, assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- To identify the learning needs of students and define appropriate learning objectives to ensure that the content, methods of delivery and learning materials meet the defined learning objectives.
- To create a teaching environment that develops challenging thinking, debate, and the ability to engage in critical discourse and rational thinking.
- To identify appropriate assessment criteria and assess the progress of students, providing feedback by reference to the criteria.
- To undertake academic administration relevant to the needs 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.
- ▶ 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	A good first degree in Psychology or a related discipline. A postgraduate degree in Psychology or a related discipline.	Application form and interview
Experience	Experience of teaching and assessing within a degree programme. Experience of preparing and presenting information in a clear and concise way. Experience of developing own teaching and learning materials. Experience of using VLE's as a learning tool e.g. Blackboard.	Application form and interview
Aptitude and skills	Excellent communication skills to build external contacts that will support teaching and pedagogic research activity. Ability to prepare written proposals and applications to external bodies for e.g. accreditation purposes. Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities. Ability to develop own teaching materials and contribute to course and programme development. Highly developed interpersonal skills with the ability to provide tutorial and counselling advice to undergraduate and postgraduate students. Good organisational skills including the ability to meet deadlines.	Application form and interview

	Essential	Method of assessment
	Competence in the use of IT including virtual learning environments such as Blackboard. Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.	

	Desirable	Method of assessment
Education and qualifications	A doctorate in Psychology or a related discipline. Membership of the HEA at Fellow level. A Postgraduate Certificate in Higher Education. Membership of a relevant professional body.	Application form
Experience	Experience of teaching on undergraduate and/or postgraduate programmes, assessment and programme design.	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.



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 23.59 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: Professor Richard Tunney

Job Title: Head of Psychology

Email: r.tunney@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: 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**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web 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 our candidate immigration [web page](#) for further details.

Before you start and Right to Work

Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance <https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/> 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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