

Teaching Associate or Teaching Fellow in Counselling and Psychotherapy



OPPORTUNITY

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Reference: 0358-26

Grade: 8-10 depending on experience

Salary: £41,064 to £67,468, per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose:

To deliver undergraduate and postgraduate education and training in Counselling and Psychotherapy. To contribute to, develop and enhance the teaching activities of the school either independently or as part of a team, through professional practice and expertise. In addition, to develop external links with regional, UK and international bodies such as government agencies, schools, colleges, professional bodies, business and industry as appropriate to the subject discipline, School and/or University strategy.

Main Duties/Responsibilities:

Teaching and Learning

- ▶ To deliver undergraduate and postgraduate education and training in Counselling and Psychotherapy.
- ▶ To teach students at different levels including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ To contribute to/ be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, with guidance.
- ▶ To provide academic support and advice to foundation, undergraduate and postgraduate students.
- ▶ 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 modules for which the lecturer has responsibility, in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.
- ▶ To supervise and manage research projects.
- ▶ To foster an environment which encourages research among students at postgraduate level.
- ▶ Where appropriate to School/University strategy and subject discipline, to participate in and develop external networks.
- ▶ To collaborate in pedagogical research initiatives with colleagues in and beyond the School as appropriate.

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 guidance
- ▶ To innovate in teaching, demonstrate continuous professional development and critical reflective practice, translating knowledge into the course of study.

At grade 10

- ▶ To teach students at different levels as appropriate including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.

- ▶ To be responsible for the design and content of specific areas of teaching and learning within the School's teaching programmes.
- ▶ To provide academic support, pastoral care and advice, guidance and feedback to students in accordance with the School's requirements and procedures.
- ▶ Dependent on role focus and level of teaching experience, to mentor junior colleagues in effective teaching practice.
- ▶ 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 or lead on supporting and promoting quality assurance measures within the University e.g. by evaluation and development of modules for which the lecturer has responsibility, 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.

External Engagement

- ▶ To contribute to student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting understanding of the subject.

In addition, at grade 10

- ▶ To develop student placement schemes with companies and research institutions both in the UK and overseas.
- ▶ To establish partnerships for commercialisation including patents, inventions and other exploitable intellectual property as applicable to the subject area and/or to lead to improved practice, policy development or professional development.
- ▶ To enhance the University's reputation with professional/scholarly bodies e.g. by promoting public understanding of the subject.

Citizenship

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

In addition, at grade 9

- ▶ 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.

At grade 10

- ▶ To carry out specific) roles and functions within the School as may be reasonably required e.g. Head of Department, Programme Director, Personal Tutor and Admissions Tutor.
- ▶ To participate in continuing professional development e.g. through seminars or conferences and by engaging in training programmes run by the University which are consistent with the needs and aspirations of the academic and the School.
- ▶ To contribute to and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences, Degree Ceremonies etc.
- ▶ To take part in the meetings and activities of the subject group and, on occasion, act as Chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.
- ▶ To demonstrate the University's leadership 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.
- ▶ 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.

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	A good first degree in Psychology, counselling, or a cognate discipline. A postgraduate degree in counselling and psychotherapy. A doctorate or near completion of a doctorate in a relevant academic discipline. In addition, at grade 9/10 A recognised teaching qualification / membership of Advance HE (formally known as the Higher Education Academy) at Fellow level or Senior Fellow.	Application form

	Essential	Method of assessment
Experience	Experience of teaching and assessing within a degree programme. Experience of using VLE's such as Blackboard Experience of initiating and conducting research up to doctoral level. Experience of writing up/ contributing to the writing up of research for high quality publications. In addition, at grade 9 Experience of publishing research in high quality publications At grade 10 Experience of teaching and assessment on relevant undergraduate and postgraduate programmes and of professional examining. Experience of course management at module or programme level. A track record of publications in high quality international/peer reviewed journals. Experience of PhD supervision through successful completion.	Application form and interview
Aptitude and skills	Ability to develop own teaching materials and contribute to course and programme development. Ability to provide tutorial and counselling advice to undergraduate and postgraduate students. Excellent communication skills to build external contacts that will support teaching activity. Ability to harness IT as a research and teaching tool A willingness to undertake further training as appropriate and to adopt new procedures as and when required. Commitment to observing the University's Equal Opportunities Policy at all times.	Application form and interview

	Essential	Method of assessment
	Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support. In addition, at grade 9 Ability to lead taught modules and programmes for undergraduate and postgraduate students At grade 10 Ability to lead the development and implementation of teaching strategies. Ability to design and develop the curriculum. Highly developed communication and presentation skills. Ability to develop internal and external networks that will raise the profile of the subject/University. Ability to provide tutorial and counselling advice to undergraduate and postgraduate students. Ability to take on leadership role at Academic Department/School/University level. A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	

	Desirable	Method of assessment
Education and qualifications	Membership of a relevant professional body. A Postgraduate Certificate in Professional Practice (PGCPP), or equivalent qualification.	Application form
Experience	Experience of Counselling and Psychotherapy supervision. Experience of programme development and administration.	Application form, interview and presentation

	Desirable	Method of assessment
	Experience of public engagement activities.	

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 23.59 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: Dr William Day

Job Title: Director of Education and Student Experience (Psychology)

Email: w.day1@aston.ac.uk

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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk