

Aston University

Academic Role Profile (V4)

Teaching & Scholarship

Grade 7

(Other Related)

ELEMENT	ROLE PROFILE
1. Communication	<ul style="list-style-type: none"> • Deal with routine communication using a range of standard media • Communicate information and ideas, orally, in writing and electronically. • Prepare handouts and other basic learning support materials
2. Teamwork and Motivation	<ul style="list-style-type: none"> • Agree responsibilities. • Manage own teaching, scholarship and administrative activities, with guidance if required. • Attend and contribute to subject group meetings. • Collaborate with colleagues to identify and respond to students' needs.
3. Liaison and networking	<ul style="list-style-type: none"> • Liaise with colleagues and students on routine matters. • Join appropriate internal networks
4. Service Delivery	<ul style="list-style-type: none"> • Deal effectively with requests for information, referring them to others if appropriate • Participate in module reviews • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback (with guidance if necessary)
5. Decision Making Processes and Outcomes	<ul style="list-style-type: none"> • Take independent and collaborative decisions that affect day-to-day operations within own specific area • Contribute to collaborative decision making with colleagues on academic content and method of delivery of modules, and on the assessment of students' work.
6. Planning and organising resources	<ul style="list-style-type: none"> • Balance (with help where appropriate) the competing pressures of teaching, scholarship and administrative demands and deadlines. • Use teaching and research resources, laboratories and workshops as appropriate. • Plan and manage own teaching and tutorials (as agreed with mentor if appropriate) • Co-ordinate own work with that of others to avoid conflict or duplication of effort • Contribute to the planning of teaching programmes
7. Initiative and problem-solving	<ul style="list-style-type: none"> • Deal with problems which may affect the delivery of own teaching
8. Analysis and Research	<ul style="list-style-type: none"> • Reflect on practice and the development of own teaching and learning skills with guidance if necessary
9. Sensory and physical demands	<ul style="list-style-type: none"> • Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills. • Routine use of a PC or keyboard or other office equipment and devices for inputting data or finding routine information • Use of AV equipment
10. Work environment	<ul style="list-style-type: none"> • Be aware of the risks in the work environment and their potential impact on their own work and that of others.
11. Pastoral Care and Welfare	<ul style="list-style-type: none"> • Be sensitive and considerate of staff and student's pastoral/welfare needs which may include dealing with signs of distress. • Refer individuals to the appropriate party should advice be

	necessary.
12. Team Development	<ul style="list-style-type: none"> • Assist (formally or informally) with the induction of new staff, advising on procedures where appropriate. • Give advice on where to obtain information/materials, explain University systems
13. Teaching and Learning Support	<ul style="list-style-type: none"> • Carry out teaching within a clear and established programme, with assistance and support, if required • Teach in a variety of settings from small group tutorials to large lectures • Develop own teaching materials(with assistance and support if required) • Set and mark assignments • Contribute to the development of examination questions • Assess student progress and provide feedback
14. Knowledge and Experience	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching and research programmes. • Continue to update knowledge and develop skills.