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**Faculty of Humanities & Social Sciences**

**School of Languages & Applied Linguistics**

**Senior Teaching Fellow & Course Leader in Languages**

**ZZ007774-1**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £42,155 - £51,805 per annum and progress to the top of the scale is by annual increments payable on 1 September each year. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation.

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.**The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Senior Teaching Fellow in Languages (Spanish) |
| **Grade** | 8 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **School:**  **Location:** | School of Languages and Applied Linguistics  Park Building |
| **Position Reference No** | ZZ007774 |
| **Cost Centre:** | 43200 |
| **Responsible to:** | Subject Area Leader |
| **Responsible for:** | N/A |
| **Effective date of job description:** | July 2022 |

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| **Purpose of Job:** |
| The purpose and key tasks of the post are to contribute to, and promote, the subject, programme, teaching, and distance learning activity of the School. The successful candidate will do this by teaching on a range of courses and modules at both UG and PG level which focus on teaching languages. In addition, the post holder must contribute to the wider enrichment offer of the School.  To lead in a key area/s of the School’s function (e.g. as a course leader or equivalent administrative role).  To work with colleagues and act as a Module Coordinator (or equivalent) to contribute to the delivery and design of undergraduate and postgraduate programmes and to respond to students’ needs as a member of teaching teams.  To participate and initiate teaching and scholarship in accordance with Department/Faculty objectives.  To actively seek to engage and enhance the student experience and student employability and enterprise opportunities.  To contribute to day to day running and administrative activities in the Department which may include marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| 1. Co-ordinate teaching teams (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards. 2. Design, deliver, review and update modules as Module Co-ordinator for undergraduate and postgraduate courses in your appointed discipline. 3. Contribute to, and where appropriate lead, continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. 4. Develop teaching materials, methods and approaches to teaching relating to taught modules and contribute to the preparation, delivery and assessment of taught UG and PG modules. 5. Ensure teaching materials, methods and approaches are current through scholarship or professional practice and personal development. 6. Manage delivery of own and others (where appropriate) teaching and administrative activities with guidance where required. 7. Supervise students’ projects, fieldwork and placements where appropriate.      1. Act as a personal tutor to students to provide first line support and act as a mentor when required. 2. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards). 3. Participate in internal and external networks for exchange of information and collaboration with colleagues for the benefit of education at the University of Portsmouth. 4. Take part in marketing activities including preview/open days, outreach, admissions and recruitment. 5. Act as a mentor to colleagues within the department. 6. Develop an area of personal pedagogic research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic outputs or evidence of impact beyond academia) in line with the strategic aims of the Department, some of which will be as a Principal Investigator/Project lead. 7. Contribute to the operational planning and development of the Department, including teaching related project work or administrative roles. 8. Take part in planning and preparation for external quality assessment e.g. TEF. 9. Submit applications for teaching-related, innovation and/or knowledge exchange funding opportunities |

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| **Additional expectations of the role holder**   1. Assume academic administrative roles commensurate with grade of Senior Teaching Fellow (for example course leadership or another cross-school role) 2. In line with School/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload commensurate with the goals agreed with their line manager. 3. Collaborate collegiately with academic colleagues.      1. Communicate with team members and get involved with planning teams, chairing working parties and leading/initiating internal and external networks. 2. Attend team meetings when required providing relevant and timely information, in order to aid the decision making of the Department/Faculty. 3. Apply due care and diligence with regard to health and safety for self and others. 4. Deliver material outside of their immediate area of expertise, but within their broad subject area. 5. Support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 6. Any other duties as required by the Subject Area Leader and/or Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Area Leader  Head of School  Associate Heads – Academic, Students, Global Engagement, Research & Innovation  Course Leaders in the School/Faculty  Module Coordinators  Course Teaching Team  DSAA Hub Administration Team  Faculty support staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | CEFR C1 or above competence in Spanish | E | AF, S |
|  | Specialist knowledge and sustained experience teaching Spanish at a range of levels | E | AF, S |
|  | Experience teaching at least one of the following; Translation, Interpreting or another Modern Foreign Language | D | S |
|  | Teaching Experience with adult learners | E | S |
|  | Experience in materials development | E | S |
|  | Knowledge of assessment procedures | E | S |
|  | Experience of using e-Learning | E | S |
|  | Experience in coordinating the work of others in a role such as module or course leadership | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Very well organised, able to meet deadlines | E | S |
|  | Very good teaching, communication and team working skills | E | S |
|  | Ability to reflect on practice and the development of own teaching and learning skills | E | AF, S |
|  | Ability to work independently, without close supervision, as required | E | S |
|  | Ability and appreciation of working in a multicultural/international environment | E | S |
|  | Experience of assessing at Higher education level (Level 4 and/or above) | D | AF |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant undergraduate degree | E | AF |
|  | Relevant post graduate degree | E | AF |
|  | Doctorate | D | AF |
|  | Teaching Qualification – PGCE, Cert Ed or equivalent | E | AF |
|  | Fellow of the HEA | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovation in teaching & learning | E | S |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care. | E | S |
|  | Willingness to undertake academic administration | E | S |
|  | Willingness to embrace diversity in teaching and other departmental activities. | E | S |
|  | Willingness to undertake School roles commensurate with the grade of Senior Teaching Fellow | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (to include interview, test, presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Stephen Corbett, Head of School |
| **Date** | July 2022 |
| **Extension number** | 6050 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.