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**Faculty of Science**

**School of Pharmacy and Biomedical Sciences**

**Teaching Fellow / Senior Teaching Fellow in Pharmacy Practice**

**ZZ005493**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part time

Permanent

Salary is in the range Teaching Fellow £14,084 to £15,384 (£35,211 - £38,460 X 0.4 FTE) per annum, Senior Teaching Fellow £15,843 - £19,470 (£39,609 - £48,677 X 0.4 FTE) 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. If you work less than 1 fte your annual leave entitlement will be calculated 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, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

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.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form 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.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Teaching Fellow in Pharmacy Practice |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | School of Pharmacy & Biomedical SciencesSt. Michael’s Building |
| **Position Reference No:** | ZZ005493 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | None |
| **Effective date of job description:** | March 2019 |

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| **Context of Job:** You will be located in the School of Pharmacy and Biomedical sciences, within the Faculty of Science. The school offers undergraduate courses in Pharmacy, Biomedical Science, Pharmacology, and Pharmaceutical Science, and postgraduate courses in Medical Biotechnology, and Prescribing and Therapeutics. The school undertakes internationally recognised research with well-established research groups in Pharmacy Practice, Molecular Mechanisms of Disease, Neurosciences, Microbiology and immunology, and Drug Delivery. |
| The School of Pharmacy and biomedical Science aims to;* produce graduates who are highly motivated, confident, and self-reliant
* provide high quality real-world education and training, through curricula developed in conjunction with employers
* work in partnership, internally across the University and externally through consortia/partnerships and alliances
* work side-by-side with our stakeholder community, and ensure our research is driven by both the challenges faced by healthcare providers and by patients
* take a challenge-led, science-driven approach to engage with external academic and non-academic institutions
* be the partner of choice for upskilling staff of our external non-academic partners, leveraging our excellence as a gold-rated university
* provide a collegiate, mentoring environment where patient-need, care and well-being are our core drivers.
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| **Purpose of Job:** |
| To work with colleagues and act as a team member to contribute to the delivery and design of undergraduate and postgraduate courses responding to students needs as member of a teaching team. Participate in teaching and scholarship in accordance with the Department/Faculty objectives.To actively seek to enhance the student experience and student employability and enterprise opportunities. To support the department/school in its marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| 1. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example the MPharm Pharmacy course, and contribute to the preparation, delivery and assessment of selected taught UG and PG modules.
2. Contribute to continuing development of the curriculum, including proposing new modules and active participation at subject group meetings.
3. Ensure teaching material, methods and approaches are current through scholarly activity or professional practice and personal development
4. Manage delivery of own teaching, scholarly and administrative activities with guidance where required
5. Supervise students’ projects, fieldwork and placements.
6. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards)
7. Participate in internal networks for exchange of information and collaboration with colleagues, attending and contributing to subject group meetings for the benefit of education at the University of Portsmouth
8. Act a personal tutor to students to provide first line support and acting as a mentor when required.
9. Take part in marketing activities including preview/open days, outreach, admissions and recruitment.

**Additional expectations of the role holder**1. In line with School/Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload in line with the goals agreed with their line manager
2. Collaborate collegiately with academic colleagues
3. To communicate with team members and have involvement in planning teams, being a member of working parties and participating in internal networks
4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of School/Department/Faculty
5. Apply due care and diligence with regards to health and safety for self and others
6. Deliver material outside of their immediate area of expertise, but within their broad subject area
7. Any other duties as required by the Head of Department
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course/Programme leaders Unit CoordinatorsCourse Team / Academic colleaguesHead of School / Department, Associate HeadsDean, Associate Deans | School / Departmental Administration Team, School / Departmental Technical TeamDSAAFaculty support staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in Pharmacy Practice | E | AF, S |
|  | Knowledge and understanding of the use of E-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Relevant teaching experience with indicators of success | E | AF,S |
|  | Experience of academic administration  | D | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Teaching experience at HE level | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date teaching skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to carry out administration and course management duties | D | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Mentoring or coaching Skills | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | First degree (in relevant subject area) | E | AF |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | Member of professional body /learned associations/ holding professional qualification related to area of responsibility | D | AF |
|  | HE Teaching Qualification (or equivalent achievement indicators) | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willing to work as part of a team | E | AF, S |
|  | Willingness to engage with staff development to obtain a HE teaching qualification | E | AF, S |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including 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/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this and give details in the free text space provided.**  |
| 1. **International travel/Fieldwork**
 |  | **13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)**  |  |
| 1. **Manual Handling (of loads/people)**
 |  | **14. Working at height** |  |
| 1. **Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers)**
 |  | **15. Working with sewage, drains, river or canal water**  |  |
| 1. **Genetically Modified Organisms**
 |  | **16. Confined spaces** |  |
| 1. **Noise > 80 DbA**
 |  | **17. Vibrating tools**  |  |
| 1. **Night Working**

 **(between 2200 hrs and 0600 hrs)** |  | **18. Diving** |  |
| 1. **Display screen equipment**
 | √ | **19. Compressed gases** |  |
| 1. **Repetitive tasks (e.g. pipette use etc)**
 |  | **20. Small print/colour coding** |  |
| 1. **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)**  |
| **12. Food handling**  | **24. Other (please specify)**  |

**Completed by Line Manager/Supervisor:**

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| --- | --- |
| **Name (block capitals)** | **Dr Karen E Ball** |
| **Date** | **19th March 2019** |
| **Extension number** | **3610** |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Teaching Fellow in Pharmacy Practice |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:****Location:** | School of Pharmacy & Biomedical SciencesSt. Michael’s Building |
| **Position Reference No:** | ZZ005493 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2019 |

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| --- |
| **Context of Job:** You will be located in the School of Pharmacy and Biomedical sciences, within the Faculty of Science. The school offers undergraduate courses in Pharmacy, Biomedical Science, Pharmacology, and Pharmaceutical Science, and postgraduate courses in Medical Biotechnology, and Prescribing and Therapeutics. The school undertakes internationally recognised research with well-established research groups in Pharmacy Practice, Molecular Mechanisms of Disease, Neurosciences, Microbiology and immunology, and Drug Delivery. |
| The School of Pharmacy and biomedical Science aims to;* produce graduates who are highly motivated, confident, and self-reliant
* provide high quality real-world education and training, through curricula developed in conjunction with employers
* work in partnership, internally across the University and externally through consortia/partnerships and alliances
* work side-by-side with our stakeholder community, and ensure our research is driven by both the challenges faced by healthcare providers and by patients
* take a challenge-led, science-driven approach to engage with external academic and non-academic institutions
* be the partner of choice for upskilling staff of our external non-academic partners, leveraging our excellence as a gold-rated university
* provide a collegiate, mentoring environment where patient-need, care and well-being are our core drivers.
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| **Purpose of Job:** |
| To work with colleagues and act as module co-ordinator (or equivalent) contributing to the delivery and design of undergraduate and postgraduate programmes responding to students needs as member of a teaching team. Participate in and initiate teaching and scholarship in accordance with the Department/Faculty objectives.To actively seek to engage with the student experience, and enhance student employability and enterprise opportunities. To support the department/school in its marketing, outreach and widening participation activities.To actively seek to enhance the student experience and student employability and enterprise opportunities. To lead in a key area/s of the department/school function (e.g. as a course leader or equivalent teaching related administrative role) |

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| **Key Responsibilities:** |
| 1. Design, deliver, review and update modules as module co-ordinator in, for example the MPharm Pharmacy undergraduate course, or other appropriate course in the school. Co-ordination of teaching teams (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards.
2. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example the MPharm course, and contribute to the preparation, delivery and assessment of taught modules
3. Ensure teaching material, methods and approaches are current through scholarship or professional practice and personal development
4. Contribute to and where appropriate lead continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active research/innovation
5. Manage delivery of own and others (where appropriate) teaching and teaching related administrative activities with guidance where required
6. Supervise students’ projects, fieldwork and placements.
7. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards)
8. Participate in internal and external networks for exchange of information and collaboration with colleagues for the benefit of education at the University of Portsmouth
9. Act a personal tutor to students to provide first line support and acting as a mentor when required.
10. Take part in marketing activities including preview/open days, outreach, admissions and recruitment.
11. Act as a teaching mentor to colleagues within the department
12. Contribute to the operational planning and development of the School, including via teaching related project work or administrative roles
13. Take part in planning and preparation for external teaching and student experience quality assessment.

**Additional expectations of the role holder**1. In line with School/Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to own module(s), as agreed with their line manager
2. Collaborate collegiately with academic colleagues
3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal and networks
4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of School/Department/Faculty
5. Apply due care and diligence with regards to health and safety for self and others
6. Deliver material outside of their immediate area of expertise, but within their broad subject area
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1. **PERSON SPECIFICATION**

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|  | Knowledge and understanding of the use of e-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Relevant HE Teaching Experience with indicators of success and evidence of potential to lead modules | E | AF,S |
|  | Experience of academic administration  | E | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
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|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to carry out administration and course management duties | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Mentoring or coaching skills | E | AF, S |
|  | Potential to lead teaching or student experience related projects or tasks | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | First degree (in relevant subject area)  | E | AF |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | HE Teaching Qualification (or equivalent achievement indicators) | E | AF |
|  | Member of professional body /learned associations/ holding professional qualification related to area of responsibility | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
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**Legend**

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 **(between 2200 hrs and 0600 hrs)** |  | **18. Diving** |  |
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| **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)**  |
| **12. Food handling**  | **24. Other (please specify)**  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | **Dr Karen E Ball** |
| **Date** | **19th March 2019** |
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