****

**Faculty of Humanities and Social Sciences**

**School of Education and Sociology**

**LECTURER IN SOCIOLOGY (SOCIAL CLASS AND GENDER)**

**ZZ003463**

**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 £35,845 - £39,152 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, 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.

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.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Lecturer in Sociology |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Education and Sociology  St George’s Building |
| **Position Reference No:** | ZZ003463 |
| **Grade:** | 7 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2021 |

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| **Purpose of Job:** |
| This post is to undertake teaching and research activity within the Sociology subject area in the School of Education and Sociology. This includes contributing to the delivery of the BSc Sociology course and degrees combined with Psychology and Criminology, as well as potentially contributing to a range of postgraduate courses, including supervision of Doctoral research students.  The successful candidate will contribute to a) to the School’s growing research and innovation profile, b) leadership, coordination and teaching on the core teaching of the undergraduate and postgraduate curriculum, and c) development and delivery of the specialist options that students can select. |

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| **Key Responsibilities:** |
| 1. To develop, deliver, coordinate, review, and evaluate, a range of modules in support of the School’s aims; 2. To develop research-led teaching and offer specialist content in the area(s) of Social Class and Gender and/or Sexuality; 3. To actively pursue social research, innovation and impact in a relevant area; 4. To develop or maintain, appropriate to grade, a high-quality record of research publications; 5. To develop and update learning resource materials to support module requirements, including online materials, ensuring that these meet the needs of the students and the learning outcomes of the module; 6. Develop innovative teaching and learning methods to support module requirements; 7. Periodically review and evaluate teaching, learning and assessment in relation to national and local policy developments; 8. To prepare for and attend where necessary the Module Assessment Board and Board of Examiners – including liaison with student representatives and External Examiners; 9. To participate in curriculum development for undergraduate and postgraduate frameworks within EDSOC; 10. Promote the courses to potential students via marketing and recruitment events; 11. To supervise individual students writing dissertation projects at undergraduate and postgraduate level; 12. To carry out assessment activities, providing comprehensive feedback to students on their assignments; 13. To carry out the administrative tasks associated with teaching and assessing a unit of study and to undertake an administrative role (e.g. year tutor or another role); 14. To provide support and guidance to students in the capacity of personal tutor; 15. To undertake, if required, the Academic and Professional Excellence (APEX) programme or equivalent teaching qualification or recognition; 16. Other duties that may be required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of School  Associate Heads – Students/Academic/Research/Academic Delivery  Director of Undergraduate Studies  Director of Postgraduate Studies  Course Leader/s  Course Team  School Professional Services Staff  Associate Deans – Students/Academic/Research |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | An understanding of current issues in the field of and the wider social sciences, including social research methods | E | AF, S |
|  | Excellent specialist knowledge in Social Class and Gender and/or Sexuality | E | AF, S |
|  | Knowledge and understanding of the use of e-Learning | E | AF, S |
|  | Teaching experience in Higher Education appropriate to grade | E | AF, S |
|  | Knowledge of assessment and quality assurance procedures | E | AF, S |
|  | Active research in the area of Social Class and Gender and/or Sexuality | E | AF, S |
|  | Experience of supervision of UG and/or PG research dissertations | D | AF, S |
|  | Experience with developing successful employment outcomes for students | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Very well organised, able to meet deadlines | E | AF, S |
|  | Very good teaching, communication and team working skills | E | AF, S |
|  | Ability to contribute to a range of areas of the School of Education and Sociology’s work | E | AF, S |
|  | An ability to reflect on practice, the development of one’s own teaching and learning skills, and write self-assessment reports | E | AF, S |
|  | Ability to use virtual learning environments for teaching and assessment purposes | E | AF, S |
|  | Ability to use a wide range of assessment techniques at Higher Education level | E | AF, S |
|  | Ability to demonstrate innovation in learning and teaching in a Higher Education context | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in Sociology or a cognate humanities/social science area | E | AF |
|  | PhD in Sociology, or cognate subject area, or within six months of expected submission | E | AF |
|  | Evidence of engagement in Continuous Professional Development | D | AF |
|  | Completed PgCert (HE) or equivalent teaching qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | An understanding of equal opportunities issues and how they impact on academic content and student needs | E | AF, S |
|  | A flexible attitude to work and good attendance record | E | AF, S |
|  | Willingness to undertake academic administration and attend staff meetings | E | AF, S |
|  | A commitment to high standards of quality in provision, and commitment to innovations therein | E | AF, S |
|  | Commitment to pastoral/tutorial support | E | AF, S |
|  | Track record of research publications, appropriate to grade, or clear potential to contribute to the next REF cycle | E | AF |
|  | Fellow of the HEA | D | AF |

**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,164407,en.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 | X | 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)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Catherine Carroll-Meehan |
| **Date** | May 2021 |
| **Extension number** | X5201 |

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.