

**Faculty of Humanities and Social Sciences**

**School of Languages and Area Studies**

**LECTOR IN MODERN FOREIGN LANGUAGES (GERMAN)**

**ZZ601171**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £14,430 to £15,760 per annum for the period worked. The salary will include payment for the equivalent of six working weeks which will constitute annual leave entitlement. Annual leave is taken during the weeks the University is closed or term is out of session. Payment is made for public and statutory holidays when the University is closed.

Salary is paid into a bank or building society monthly in arrears.

Working hours are 25 per week.

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

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**1. JOB DESCRIPTION**

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| **Job Title:** | Lector in Modern Foreign Languages (German) |
| **Grade:** | 5 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Area Studies |
| **Position Reference No:** | ZZ601171 |
| **Cost Centre:** | 43015 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 17/03/2016 |

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| **Context of Job:** |
| To work with in the Modern Foreign Languages team as part of the School of Languages and Area Studies |

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| **Purpose of Job:** |
| To undertake 25 hours per week of duties, with a priority on the teaching of the target foreign language within the School’s modern languages programmes. Lectors will be expected to carry out these duties with moderate supervision by other academic staff.  Every effort will be made to facilitate the Lector’s own English language development through enabling their attendance at classes available within the School, including training in language teaching methodology, subject to timetable constraints and the agreement of the member of staff responsible for the class. Lectors wishing to enrol on a formal course of study will normally be required to pay the relevant tuition fee. |

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| **Key Responsibilities:** |
| The appointee will:   1. Teach 12 hours per week of the target foreign language; 2. Assist with the production of teaching materials in his/her language area; 3. Under appropriate supervision, produce materials for independent study via our Virtual Learning Environment (Moodle). 4. Provide 2 hours per week one-to-one or group language tutorials at our Learning Resources Centre; 5. Participate in the setting, invigilation and grading of assessments and examinations; 6. Attend meetings of the Boards of Examiners and Boards of Studies as required, as well as other staff meetings, course team meetings and staff development events. 7. Undertake such other duties as may reasonably be required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Subject Area Leader Modern Foreign Languages  Language Coordinators  Course Leaders  Year Tutors  Unit Coordinators  Course Team  School Support Staff |

**2. PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Native speaker fluency in the target foreign language | E | AF |
|  | A very good level of English language proficiency | E | AF |
|  | Experience of teaching the target language | D | AF, S |
|  | Knowledge of teaching and assessment procedures in HE | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good organisational skills | E | AF, S, P |
|  | Good interpersonal skills | E | AF, S, P |
|  | Good communication skills | E | AF, S, P |
|  | Excellent presentation skills | E | AF, S, P |
|  | Ability to work as part of a team | E | AF, S, P |
|  | Ability to work in a multicultural/international environment | E | AF, S, P |
|  | Ability to stimulate and maintain students’ interest in learning about his/her own country and language | E | AF, S, P |
|  | Ability to assume administrative duties commensurate with grade of post | E | AF, S, P |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant First degree, normally from an institution in the country whose language s/he will teach | E | AF |
|  | Relevant Post graduate qualification | D | AF |
|  | Qualification in the teaching of the target language to non-native speakers | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willingness to undertake academic administration | E | AF, S, P |

**Legend**

Rating of attribute: E = Essential; D = Desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**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.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working) | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business  (mini-bus, van, bus, forklift truck etc) | | 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)** | Ann Matear |
| **Date** | 17/03/2016 |
| **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.