

**Faculty of Technology**

**School of Engineering**

**Teaching Fellow in Engineering Design**

**ZZ003739**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term to 31 August 2019**

Salary is in the range from £33,943 to £37,075 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. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

|  |  |  |
| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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/filetodownload,91621,en.pdf>.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Teaching Fellow |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | School of Engineering |
| **Position Reference No:** | ZZ003739 |
| **Grade:** | 7 |
| **Responsible to:** | Head of School of Engineering |
| **Responsible for:** | None |
| **Effective date of job description:** | April 2017 |

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| --- | --- |
| **Purpose of Job:** | |
| To support learning and teaching in the engineering design curriculum by developing learning activities and undertaking teaching, tutorial and IT laboratory work and practical work supervision. To contribute to the design, delivery and administration of assessment and to carry out student assessment activities. | |
| **Key Responsibilities:** | |
| The appointee will:   1. Contribute to the delivery of core and specialist units in engineering design, including product and industrial design. Particular teaching and tutoring focus will be on core engineering skills and practical activities 2. Develop, maintain and deliver learning support and carry out assessment and assessment artefact administration for taught units. 3. Undertake undergraduate and postgraduate project supervision. 4. Develop and deliver new teaching materials, including on-campus and on-line delivery. 5. Be responsible for a number of personal tutees across the various levels of the programmes. 6. Collaborate with academic colleagues on course development and curriculum changes. 7. Contribute to employer and educational liaison / outreach. 8. Engage in scholarly activity. 9. Ensure that health and safety guidelines are followed at all times. 10. Undertake administrative duties in accordance with the level of the post. 11. Undertake such other duties as may reasonably be required by the Head of School. | |
| **Working Relationships (key individuals the job holder would be working with):** | |
| Course Leaders  Subject Academic Staff  Course Team  Director of Studies  Associate Dean (Students) | Heads of School  Technical Support Staff  Administrative Staff  Unit Coordinators  Associate Dean (Academic) |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Subject expertise in engineering design. | E | AF, S, P |
| 1.2 | Specific subject knowledge in engineering and product design, including CAD, CAM and CAE. | E | AF, S, P |
| 1.3 | Proven track record in providing support to and motivating learners/others in industry or academia. | E | AF, S, P |
| 1.4 | Current or recent experience of teaching and assessment in HE in the areas of mechanical and/or general engineering. | D | AF, S |
| 1.5 | Recent experience of STEM-related and other outreach activities. | D | AF, S |
| 1.6 | Understanding of the use of e-Learning or a willingness to undertake training. | D | AF, S |
| 1.7 | Knowledge of UK Higher Education System & Quality Agenda. | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | High level of IT skills. | E | AF, S, P |
| 2.2 | Ability to work individually and as part of a team. | E | AF, S |
| 2.3 | Excellent presentation and communication skills, including written and spoken English. | E | AF, S, P |
| 2.4 | Ability to design, document, apply, mark and administer assessments in UK HE environment. | E | AF, S, P |
| 2.5 | Ability to assume administrative responsibilities commensurate with grade of post. | E | AF, S, P |
| 2.6 | Ability to provide teaching support to other areas of the curriculum within the School of Engineering. | D | AF, S, P |
| **3.** | **Education &/or Training** |  |  |
| 3.1 | A BEng / MEng (or equivalent) in mechanical engineering, product design or related discipline. | E | AF |
| 3.2 | Postgraduate qualification achieved or in progress. | D | AF |
| 3.3 | Relevant teaching qualification, or willingness to undertake appropriate qualification. | D | AF |
| 3.4 | Membership of relevant professional bodies (e.g. IED, IMechE, IET). | D | AF |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Flexible in working patterns, including willingness to participate in residential field work, industrial visits and outreach activities. | E | AF, S, P |
| 4.2 | A willingness to work flexibly and cooperatively with others, across university departments. | E | AF, S, P |
| 4.3 | Sympathetic and supportive to motivate students and encourage learning. | E | AF, S, P |
| 4.4 | Recognition of the need to carry out personal and professional development activities. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = 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.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, 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 (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding | X |
| 1. 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)  X | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) Weekend work by prior arrangement (e.g. Open/Preview Days)  X | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Asa Barber |
| **Date** | May 2017 |
| **Extension number** | 2363 |

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.