

**Faculty of Humanities & Social Sciences**

**School of Languages & Area Studies**

**LECTOR IN SPANISH**

**(0.56 FTE)**

**ZZ600856**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Fixed term (from 07 September 2017 to 31 May 2018)**

Salary is in the range £14,589 to £15,933 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.

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**

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| **Job Title:** | Lector  |
| **Grade:** | 5 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Languages & Area StudiesPark Building |
| **Position Reference No:** | ZZ600856 |
| **Cost Centre:** | 43200 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | April 2017 |

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| **Context of Job:** |
| The School of Languages and Area Studies (SLAS) is one of the largest departments in the UK for languages, communication, and international studies, it delivers a wide range of taught programmes, conducts world-class research, and undertakes consultancy and knowledge exchange. |

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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 enroll 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 up to 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. Participate in the setting, invigilation and grading of assessments and examinations;
5. Provide 2 hours per week one-to-one or group language tutorials at our Learning Resources

Centre and organise and conduct extracurricular activities such as film screenings1. Attend meetings including Boards of Studies as required, as well as other staff meetings, course team meetings and staff development events.
2. Undertake such other duties as may reasonably be required by the Head of School.
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| **Working Relationships:** |
| Head of SchoolSubject Area Leader Modern Foreign Languages Course LeadersYear TutorsUnit CoordinatorsCourse TeamSchool Support Staff  |

1. **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 |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care within the School. | E | AF, S, P |
|  | A commitment to innovation in learning and teaching. | E | AF, S, P |
|  | A willingness to embrace diversity in teaching, research and knowledge transfer activities. | 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%2C164407%2Cen.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)  |  |
| 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
 | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bio-aerosols |  |
| 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)** | Prof Alessandro Benati |
| **Date** | April 2017 |
| **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.