 

**Faculty of Humanities and Social Sciences**

**School of Education and Continuing Studies**

**Part Time Hourly Paid Lecturer**

**PTHP5006**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Your rate of pay will be £44.86 - £49.00. New employees will be appointed at the bottom of the scale unless you have previous relevant experience from another academic institution.

Your rate of pay will be in respect of each teaching hour delivered and for all the work in connection with that delivery.  This includes:

* one hour scheduled teaching;
* preparation for teaching;
* the setting and marking of projects and assignments;
* the setting and marking of examinations;
* the supervision of examinations;
* completion of registers;
* provision of data and related course administration;
* an allocation of holiday pay.

The annual leave entitlement for a full time post at your grade is 35 days in addition to statutory bank holidays, local discretionary holidays and days when the institution is closed in the interests of efficiency.  Your entitlement to paid leave is calculated on an equivalent basis, proportionate to the part of the leave year you are required to work. Your holiday pay is included in your payment for each teaching hour delivered and will be separately itemised in your contract and payslip.  Holidays are allocated to days in each pay period when you are not required to teach.

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

You will be automatically enrolled in 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.

The University offers support for Maternity, Paternity and Shared Parental Leave. Your contractual entitlement is in accordance with the procedures contained in the Academic Staff Handbook and on the University website: <http://www.port.ac.uk/accesstoinformation/policies/>

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 Recruitment and Selection Policy we will take up references for appointable candidates. 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.

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:** | (PTHP) Part-time Hourly Paid Lecturer  |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Education and Continuing Studies |
| **Position Reference No:** | PTHP5006 |
| **Cost Centre:** | 43100 |
| **Responsible to:** | Head of School |
| **Responsible for:** | n/a |
| **Effective date of job description:** | November 2017 |

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| **Purpose of Job:**  |
| To join a bank of part time hourly paid lecturers to be available to provide cover for teaching and marking (maximum 12 hour per week by negotiation) in the fields of Childhood Studies; Early Years; Teacher Development and Special Educational Needs and Disabilities.To provide teaching and learning support to students, to include pastoral care. To carry out the associated administrative tasks with the Units taught and to be a member of the teaching team. |

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| **Key Responsibilities:** |
| 1. To prepare teaching and learning materials, ensuring that these meet the needs of the students and the defined learning objectives of the Unit.
2. To deliver teaching, ensuring that content and methods of delivery meet the learning needs of the students and the defined learning objectives of the Unit.
3. To reflect on teaching and learning design by obtaining and analysing students’ feedback.
4. To carry out assessment activities, providing comprehensive feedback to students on their assignments.
5. To carry out the administrative tasks associated with teaching and assessing a Unit of study, including providing marks to prescribed deadlines and attending Unit Boards if required.
6. To reflect on practice and the development of own teaching and learning skills.
7. To liaise with academic and support staff colleagues, building internal networks for the purposes of exchange of information and collaboration.
8. Contribution to Research and Innovation Projects.
9. To attend staff meetings as required.

*Other reasonable duties that may be required by the Head of Department and Unit Coordinator* |

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| **Working Relationships:** |
| Course Leader and TeamHead of SchoolPrincipal School ManagerSchool Administrative Team |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Specialist knowledge and expertise in the subject area; | E | AF,S |
|  | To engage in continuous professional development; | E | AF,S |
|  | Teaching and administrative experience in teaching students in higher education; | E | AF,S |
|  | Knowledge of assessment procedures | E | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good teaching, communication and team working skills; | E | AF,S |
|  | Enthusiasm for subject area and a collegiate attitude to colleagues; | E | AF,S |
|  | Ability to reflect on practice and the development of own teaching and learning skills; | E | AF,S |
|  | An understanding of e-Learning and/or willingness to train in this area; | E | AF,S |
|  | Successful and sustained experience of teaching in HE. | E | AF,S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | First Degree in relevant subject area; | E | AF, |
|  | Teaching Qualification | E | AF, |
|  | Masters Degree in a relevant subject discipline; | D | AF, |
|  | PG Cert Learning and Teaching in HE | D | AF, |
| **4.** | **Other Requirements** |  |  |
|  | An understanding of equal opportunities issues and how they may impact on academic content and student needs; | E | AF,S |
|  | Overall flexible attitude to work with a good attendance record. | E | AF,S |
|  | Commitment to innovations in teaching and learning  | E | AF, S |

**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 (including lone working)
 | ✓ | 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/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)** | Mr Stephen Corbett, Interim Head of School |
| **Date** | 21 November 2017 |
| **Extension number** | 5201 |