



**Faculty of Business and Law**

**School of Law**

**Teaching Fellow in Law**

**ZZ004292**

**THE POST**

**Fixed-term (3 years)**

**Part-time (0.5 fte)**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £17,260 to £18,853 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).

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| 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.

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 mustbeyour 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.

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**

**JOB DESCRIPTION**

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| **Job Title:** | Teaching Fellow in Law |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | School of Law  Richmond Building |
| **Position Reference No:** | ZZ004292 |
| **Grade** | 7 |
| **Cost Centre:** | 40600 |
| **Responsible to:** | Head of School of Law |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | January 2018 |

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| **Purpose of Job:** |
| To support learning and teaching in the School of Law by contributing to the delivery of undergraduate and postgraduate units and programmes. To contribute to the design, delivery and administration of assessment and undertake administrative duties as appropriate. |

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| **Key Responsibilities:** |
| Contribute to the delivery of core and specialist units in UK Law at both undergraduate and postgraduate levels.  Develop maintain and deliver learning support and carry out assessment and assessment artefact administration for taught units.  Contribute as a member of the teaching team to the review of units within the subject area for undergraduate and postgraduate courses.  Contribute to continuing development of the curriculum, including proposing new units and active participation at School of Law meetings.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.  Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.  Undertake placement visits to undergraduate students and resolve any problems identified by student or employer’s representative.  Contribute to student recruitment activities.  Ensure teaching material is current through active scholarship.  Act as a Personal Tutor to undergraduate and postgraduate students.  Take part in relevant aspects of the student support and assessment processes.  Any other appropriate duties as required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of School of Law  Associate Head  Course Leaders  Course and Unit Teams |

**PERSON SPECIFICATION – TEACHING FELLOW**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in UK Law. | E | AF, S |
|  | Expertise in litigation and alternative dispute resolution. | E | AF, S, P |
|  | Current or recent experience of teaching and assessment in HE in the areas of UK Law. | D | AF, S |
|  | Understanding of the use of e-Learning or a willingness to undertake training | D | AF, S |
|  | Knowledge of UK Higher Education System & Quality Agenda. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to make a contribution to teaching alternative dispute resolution and delivering programmes designed to develop and equip law students with vital professional skills. | E | AF, S |
|  | Ability to contribute to the teaching of CILEx courses. | E | AF, S |
|  | Skills in the use of appropriate IT. | E | AF, S, P |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students. | E | AF, S, P |
|  | Excellent presentation skills. | E | AF, S, P |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching and course management activities. | E | AF, S |
|  | Ability to apply, mark and administer assessments in UK HE environment. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A good first degree in UK Law or equivalent of a UK Law degree. | E | AF |
|  | A relevant professional or postgraduate qualification. | E | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body, e.g. SRA, BSB, ICSA, etc. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Sympathetic and supportive approach to motivation of students and encouraging learning. | E | AF, S, P |
|  | Recognition of the need to carry out personal and professional development activities. | E | AF, S |
|  | Flexible in working patterns. | 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,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) | | 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)** | Caroline Strevens |
| **Date** | 18 January 2018 |
| **Extension number** | 4240 |

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.