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**Faculty of Creative and Cultural Industries**

**Portsmouth School of Architecture**

**Fixed Term Sessional Teaching Fellow in Interior Architecture & Design**

**ZZ007647-1**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £37,474 - £40,931 per annum pro rata. 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 for an agreed number of hour’s work which will include your required allocation for meetings, tutoring and other relevant tasks.

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. 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 dependents’ benefits.

The University of Portsmouth is an ambitious institution with a track record of success. One of only four universities in the south east of England to achieve a Gold rating in the Teaching Excellence Framework and ranked in the top 150 in the Times Higher Young University World Rankings.

The University of Portsmouth believes this role **may be eligible** for sponsorship with UKVI under the Skilled Worker Route visa. Please familiarise yourself with the [requirements set out](https://www.gov.uk/skilled-worker-visa/your-job) before applying for this role. If you are unable to meet the requirements for sponsorship you will need to confirm details of an alternative visa to work in the UK when applying for this role.

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) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



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**Faculty of Creative and Cultural Industries**

**Portsmouth School of Architecture**

**Hourly Paid Sessional Teaching Fellow in Interior Architecture & Design**

**ZZ007647-1**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Your rate of pay will be £19.42 - £21.21 per hour. 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 for an agreed number of hour’s work which will include your required allocation for meetings, tutoring and other relevant tasks.

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. The University will pay you in lieu of accrued holiday entitlement. The amount of such payment in lieu shall be one hours pay for each accrued hour of holiday entitlement. 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 dependents’ benefits.

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The University of Portsmouth believes this role is not eligible for sponsorship with UKVI under the Skilled Worker Route visa. You will need to confirm details of an alternative visa to work in the UK when applying for this role.

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/>

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**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Fixed Term Sessional Teaching Fellow |
| **Faculty/Centre:** | CCI |
| **Department/Service:**  **Location:** | Portsmouth School of Architecture |
| **Position Reference No:** | ZZ007647-1 |
| **Responsible to:** | Head of School |
| **Responsible for:** | Not applicable |
| **Effective date of job description:** | November 2022 |

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| --- |
| **Purpose of Job**: |
| Contribute as a member of the teaching team to the delivery, administration and assessment of elements of programmes delivered within the Portsmouth School of Architecture, Interior Architecture & Design Course at undergraduate level.  We are specifically looking for skills and experience in one or more of the following:   * professional practice for interior/spatial design * design studio teaching   To provide learning and pastoral support to undergraduate students, particularly in the form of tutorials. |

|  |
| --- |
| **Key Responsibilities:** |
| * To teach students within the School. This may take a variety of forms including lectures, workshops, studio work, seminars, tutorials, laboratories, fieldwork or placement visits. * To ensure that the content and method of delivery meets the needs of students and the defined learning objectives. * Develop teaching materials, methods and approaches to teaching relating to taught units * To carry out marking and the verification of assessments including timely feedback to students. * To undertake administrative tasks associated with the delivery of teaching and assessment to undergraduate and postgraduate students. * To assist in the development of curricula and their delivery related to the subject area.   Other such duties as may be reasonably be required by the Head of School |

|  |
| --- |
| **Working Relationships:** |
| Head of School / Department  Relevant Course Leaders and Unit Co-ordinators  Academic staff within the School and Faculty  Technical staff within the School and Faculty  Administrative staff within the School and Faculty |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Specialist breadth and depth of knowledge in the subject area to be taught. | E | AF, S |
|  | Recent specific experience in the subject area to be taught | E | AF, S |
|  | Experience of assessing students’ work at undergraduate and / or postgraduate level, and of providing feedback on assessment | D | AF, S |
|  | Teaching experience in an HE setting at undergraduate and / or postgraduate level | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good teaching, communication, presentation and IT skills | E | AF, S |
|  | The ability to communicate effectively and sympathetically with individuals and with groups of students | E | AF, S |
|  | Ability to reflect on practice and the development of own teaching and learning skills | E | AF, S |
|  | Able to work effectively as part of a team | E | AF, S |
|  | Able to work to deadlines | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree (or equivalent) in a relevant discipline. | E | AF, S |
|  | Masters degree in a relevant subject discipline. | D | AF, S |
|  | PhD degree in a relevant subject discipline. | D | AF, S |
|  | PgCert in Teaching and Learning in FE/HE | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate students | E | AF, S |
|  | Personal initiative | E | AF, S |
|  | Able and willing to work in a team. | E | AF, S |
|  | Efficient and well-organised. | E | AF, S |
|  | Self-motivated and innovative | E | AF, S |
|  | Commitment to work in an HE environment | E | AF, S |
|  | Flexible attitude to work | E | AF, S |
|  | Good attendance record | E | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **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, welding fume) |  |
| 2. Manual Handling (of loads/people) | X | 14. Working at height | X |
| 3. Human tissue/body fluids (e.g. Healthcare settings, 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 | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead | | 22. Nanomaterials | |
| 11. Driving on University business:  mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) | |
| 12. Food handling | | 24. Other (please specify)  X  For laboratory based tasks, specific  hazards will be identified and may include those under items 3 and 13 above) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name** | Paula Craft-Pegg |
| **Date** | 10/10/22 |
| **Extension number** | 2086 |

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.