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**Faculty of Humanities and Social Sciences**

**Institute of Criminal Justice Studies**

**Teaching Fellow in Policing**

**ZZ005927**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £35,845 – £39,152per 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.

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There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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>

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 must be your 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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Teaching Fellow in Policing |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **School:**  **Location:** | Institute of Criminal Justice Studies  Ravelin House |
| **Position Reference No:** | ZZ005927 |
| **Grade:** | 7 |
| **Responsible to:** | Director of Professional Education Programmes,  and then to Head of School. |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 3 September 2019 |

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| **Purpose of Job:** |
| To support learning, teaching and assessment in the delivery of the Police Constable Degree Apprenticeship and Degree Holder Entrant Programmes. To undertake module coordination, teaching (seminars, workshops, online seminars, lecturing), to supervise dissertation/project tutees, and undertake personal tutoring. To contribute to the development and delivery of the curriculum where appropriate.  Teaching duties will comprise full day off-campus ‘masterclasses’ and online seminars for serving student Police Officers. The role will include travel to venues for meetings and teaching in England, as distributed within the overall HE partner delivery teams. Teaching may also be undertaken within the policing curriculum within our wider course provision.  To undertake academic leadership appropriate to grade, including module coordination, and  development of e-learning materials. To supervise dissertations/final projects at undergraduate  level. To be responsible for a number of personal tutees across various levels of the programmes. |

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| **Key Responsibilities:** |
| The appointee will:   1. To contribute to the delivery of core and specialist modules within our policing provision. 2. To coordinate core and specialist modules as agreed. 3. To undertake undergraduate dissertation/project supervision. 4. To be responsible for a number of personal tutees across various levels of the programme. 5. To engage in scholarly activity where appropriate. 6. To undertake administrative duties commensurate to the level of the post. 7. To undertake such other duties as may reasonably be required by the Director of Professional Education Programmes and/or Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course and Module Teams  Professional Services Staff  Workplace Tutor Assessors  Course Leaders  Training and Education Managers within Police organisations  Counterparts in other HEIs involved in co-delivery  Director of Professional Education Programmes  Associate Heads (Academic, Students, Research)  Head of School |

**2. PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Thorough academic grounding in the policing subject area | E | AF, S, P |
|  | Specific knowledge of one or more of the following:  National Police Curriculum including  Police powers, policy, procedure, legislation,  Operational competence  Investigative practice  Professional standards  Police Education Qualifications Framework | D | AF, S, P |
|  | Understanding and experience of the use of eLearning | E | AF, S |
|  | Teaching in Higher Education, or recent Further Education teaching in a directly relevant subject area. | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication and interpersonal skills, particularly in their application in delivering teaching that will inspire students to learn | E | AF, S, P |
|  | Good organisational skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Excellent ICT skills | E | AF, S |
|  | Ability to assume administrative responsibilities commensurate with grade of post | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Good First degree in a relevant subject | E | AF |
|  | Masters Degree in a relevant subject | D | AF |
|  | HE Teaching qualification, of Fellowship of Advance HE, or a demonstrable willingness to work towards this | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovation in teaching and learning | E | AF, S, P |
|  | Willingness to undertake academic administration | E | AF, S, P |
|  | Commitment to support the achievement of the ICJS Mission | E | AF, S, P |
|  | Willingness to travel, as required, to attend meetings and deliver teaching | 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 and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, 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 etc) |  | 20. Small print/colour coding |  |
| 1. 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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | JULIAN PARKER-MCLEOD |
| **Date** | 25/09/2019 |
| **Extension number** | 3795 |

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.