****

**Faculty of Humanities and Social Sciences**

**School of Languages and Applied Linguistics**

**Part-time Hourly Paid Lecturer in Mandarin**

**PTHP5008**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Your rate of pay will be £46.58 - £50.88. 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 dependents’ 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) 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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | PTHP Lecturer - Mandarin |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Languages and Applied LinguisticsPark Building |
| **Position Reference No:** | PTHP5008 |
| **Cost Centre:** | 43200 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2019 |

|  |
| --- |
| **Context of Job:** |
| To work within the School of Languages and Applied Linguistics as part of a teaching team in the relevant subject area. |

|  |
| --- |
| **Purpose of Job:**  |
| To provide teaching and learning support to students. To carry out the administrative tasks associated with the modules taught and to be a member of the teaching team. |

|  |
| --- |
| **Key Responsibilities:** |
| To prepare teaching and learning materials, ensuring that these meet the needs of the students and the defined module learning objectives To deliver the teaching, ensuring that content and methods of delivery meet the learning needs of the students and the defined module learning objectives To reflect on teaching and learning design by obtaining and analysing students’ feedbackTo carry out assessment activities, providing high quality feedback to students on their assignmentsTo carry out the associated administrative tasks with teaching and assessing a module of study, including providing marks to prescribed deadlines and attending Unit Boards if required.To reflect on practice and the development of own teaching and learning skillsTo liaise with academic and support staff colleagues, building internal networks for the purpose of exchange of information and collaborationOther reasonable duties that may be required by the Head of School, School Executive Committee members and Module Coordinator |

|  |
| --- |
| **Working Relationships:** |
| Head of SchoolMember of the School Executive Committee: Principal Lecturers; Undergraduate, Post Graduate and Partnerships, Associate Head (Students), Associate Head (Academic), Principal School ManagerMFL CoordinatorCourse TeamProfessional Services Staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Specialist knowledge and expertise in the subject area to be taught – Mandarin (CEFR C1 or equivalent) | E | AF, S |
|  | Experience of online course delivery | D | AF, S |
|  | Teaching experience on Higher Education programmes; | D | AF, S |
|  | Knowledge of assessment procedures; | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Very good teaching, communication and team working skills; | E | AF, S |
|  | Very well organised, able to meet deadlines; | E | AF, S |
|  | Successful and sustained experience of working in education; | E | AF, S |
|  | Ability to reflect on practice and the development of own teaching and learning skills | E | AF, S |
|  | Experience of teaching and assessing at Higher education level (Level 4 and/or above); | D | AF, S |
|  | Experience as a professional translator | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | First degree in relevant subject  | E | AF |
|  | Masters degree in relevant subject discipline | D | AF |
|  | Teaching qualification | D | AF |
|  | Fellow of the HEA | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Flexible attitude to work and good attendance record | E | AF, S |
|  | Understanding of equal opportunities issues and how they may impact on academic content and student need | E | AF, S |
|  | To engage in continuous professional development | E | AF, S |
|  | Willingness to undertake academic administration and attend staff meetings; | E | AF, S |
|  | Enthusiasm and a commitment to high standards of quality and support for students; | 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/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.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:**

|  |  |
| --- | --- |
| **Name (block capitals)** | Stephen Corbett |
| **Date** | 26/11/19 |
| **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.