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**Faculty of Science and Health**

**School of Sport, Health and Exercise Science**

**Teaching Fellow in Performance Analysis**

**ZZ005878**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Part time

Permanent

Salary is in the range £17,922 – £19,576 (£35,845 - £39,152 x 0.5FTE) 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. If you work less than 1 fte your annual leave entitlement will be calculated 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.

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 Performance Analysis |
| **Grade:** | Grade 7 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:**  **Location:** | Sport, Health and Exercise Science  Spinnaker Building |
| **Position Reference No:** | ZZ005878 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | January 2020 |

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| **Context of Job:** |
| You will be located in the School of Sport, Health and Exercise, within the Faculty of Science and Health. The school currently offers the following undergraduate courses: *Sport and Exercise Science*; *Exercise and Fitness Management*; *Sport Management and Development*; and, *Sport and Exercise Psychology*. The following postgraduate taught courses are also delivered: *Sports Performance*; *Clinical Exercise Science*; *Sports Management*; *Human and Applied Physiology*; *Physical Activity, Exercise and Health*; and, *Sport and Exercise Psychology*. In addition to a variety of research degrees (MRes, MPhil, PhD) the school also offers Professional Doctorates in Sport, Exercise and Health science, and Sport and Exercise Psychology. The school undertakes internationally recognised research with well-established thematic areas in: *Extreme Environments*; *Individual, Occupational and Organisational Performance*; and, *Physical Activity, Health and Rehabilitation*. |
| The School of Sport, Health and Exercise aims to;   * Produce graduates who are highly motivated, confident, and self-reliant * Provide high quality real-world education and training, through curricula developed in conjunction with employers * Work in partnership, internally across the University and externally through consortia/partnerships and alliances * Work side-by-side with our stakeholder community, and ensure our research is driven by both the challenges faced by society and sector-relevant end-users * Take a challenge-led, science-driven approach to engage with external academic and non-academic institutions * Be the partner of choice for upskilling staff of our external non-academic partners, leveraging our excellence as a gold-rated university * Provide a collegiate, mentoring environment where patient-need, care and well-being are our core drivers. |

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| **Purpose of Job:** |
| The purpose of the job is to deliver and develop teaching material in performance analysis to undergraduate and postgraduate students, and conduct appropriate practice / placement supervision.  To work with colleagues and act as a team member to contribute to the delivery and design of undergraduate and postgraduate programmes responding to students needs as a member of the teaching team.  Participate in teaching and scholarship in accordance with the School/Faculty objectives.  To actively seek to enhance the student experience and student employability opportunities.  To support the school in its marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| * Develop teaching materials, methods and approaches to teaching relating to taught modules in performance analysis, and contribute to the preparation, delivery and assessment of taught UG and PG modules; * Contribute to continuing development of the curriculum, including proposing new modules and active participation at thematic meetings; * Ensure teaching material, methods and approaches are current through awareness of research literature, and via professional practice and personal development; * Manage delivery of own teaching, scholarly and administrative activities with guidance where required; * Identify and support relevant placement opportunities for UG and PG students; * Manage delivery of own teaching, and scholarly and administrative activities with guidance where required; * Supervise final year (Level 6) and masters (Level 7: MSc/MRes) projects in the broad area of performance analysis; * Take part in relevant aspects of the student support and assessment processes (e.g. examination boards); * Participate in internal networks for exchange of information and collaboration with colleagues, attending and contributing to subject group meetings; * Act as a personal tutor to students to provide first line support and acting as a mentor when required; * Take part in marketing activities including preview/open days, outreach, admissions and recruitment; * Undertake some administrative tasks associated with the teaching activities within the School and any other duties reasonably asked by the Head of School.   Additional expectations of the role holder:   * In line with School aims and objectives, the role holder is required to plan, prioritise and organise their own workload in line with the goals agreed with their line manager; * Collaborate collegiately with academic colleagues; * To communicate with team members and have involvement in planning teams, being a member of working parties and participating in internal networks; * To attend team meetings when required providing relevant and timely information, in order to aid decision making of School/Faculty; * To communicate with team members and liaise and network with relevant others, to ensure effective working relations; * To solve problems that occur applying knowledge of subject area; * Provide information, appropriate to the role, to relevant stakeholders; * Deliver material outside of their immediate area of expertise, but within their broad subject area; * To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the School/Faculty/University aims; * To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management; * To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances; * Any other duties commensurate with grade as required by your line manager. |

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| **Working Relationships:** | |
| Course leaders  Module Coordinators  Course Team / Academic colleagues  Head of School, Associate Heads  Executive Dean, Associate Deans | Head’s Administrator,  School Technical Team  DSAA  Faculty support staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Appropriate level of subject discipline knowledge in performance analysis | E | AF, S |
|  | Has knowledge of, and worked in, the University sector and has an understanding of HE culture | D | AF, S |
|  | Knowledge and understanding of the use of E-learning and/or a willingness to undertake training in this area | D | AF, S |
|  | Relevant teaching experience with indicators of success | D | AF, S |
|  | Experience of teaching to undergraduate and postgraduate students at HE level. | D | AF, S |
|  | Experience of supervising placement students in sport and performance analysis roles | E | AF, S |
|  | Experience of academic administration | D | AF, S |
|  | Wide-ranging industry experience in performance analysis | E | AF, S |
|  | Knowledge and understanding of performance analysis in multiple sports | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date research and/or innovation interpretation skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Excellent teaching and presentation skills | E | AF, S |
|  | Prioritising work and working to deadlines | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to motivate, inspire and support students | E | AF, S |
|  | Employ creative approaches when responding to learning and teaching challenges | E | AF, S |
|  | Ability to carry out administration and course management duties | D | AF, S |
|  | Mentoring or coaching Skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A relevant postgraduate qualification in performance analysis or related area or equivalent | E | AF |
|  | Relevant professional qualifications | D | AF, S |
|  | Accreditation form the Institute Society of Performance Analysis of Sport | D | AF, S |
|  | A relevant teaching qualification to enable HEA Fellowship | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Must be motivated and demonstrate a high degree of initiative. Must be aware of own strengths and weaknesses. Ability to motivate others and work closely with colleagues | E | AF, S |
|  | Commitment to professional development, and an ability to work as an individual and as part of a team | E | AF, S |
|  | Commitment to diversity: demonstrate an understanding of the diverse nature of the University’s community and a willingness to work with staff, students and visitors from a wide range of backgrounds | E | AF, S |
|  | Willing to work as part of a team | E | AF, S |
|  | Willingness to engage with staff development to obtain a HE teaching qualification | E | AF, S |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (which may include Interview, Test, 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 | √ | 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)** | RICHARD THELWELL |
| **Date** | January 2020 |
| **Extension number** | 5164 |

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.