



**Faculty of Science**

**School of Health Sciences and Social Work**

**Senior Teaching Fellow in Social Work**

**ZZ004245**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £38,833 to £47,722 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 learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced 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](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.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**

**1.** **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Senior Teaching Fellow  |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Science |
| **Department/Service:****Location:** | School of Health Sciences & Social WorkJames Watson Hall (West) |
| **Position Reference No:** |  ZZ004276 & ZZ004245 |
| **Cost Centre:** | 44057 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | September 2017  |

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| **Purpose of Job:** |
| Based in the School of Health Sciences and Social Work, the post holder will contribute to scholarly activity across the School, with a particular focus on social work.  The appointee will:● Deliver specialist topics at a range of levels applying evidence based practice. ● Contribute to learning, teaching, assessment, curriculum development, unit coordination, and student supervision at a range of levels.● Have excellent interpersonal skills, be student-focused and have relevant experience of teaching undergraduate students in clinical and academic settings.● Carry out the administrative tasks associated with various taught units; provide pastoral care to students; undertake an administrative role; and to be a full and collegial member of a teaching team. |

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| **Key Responsibilities:** |
| 1. To develop and deliver specialist topics in radiographic practice.
2. To contribute to teaching, assessment, curriculum development, unit coordination, and supervision at undergraduate and postgraduate level, and in credit bearing short courses, as appropriate to expertise.
3. To act as personal tutor and dissertation / project tutor.
4. To contribute to presentations and outreach activities aimed at student recruitment.
5. To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events.
6. Undertake, if required, the University’s APEX programme.
7. Any other duties as agreed with the Head of Department.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of School of Health Sciences & Social WorkAssociate Head (Education)Associate Head (Innovation)Associate Head (Research)Programme Lead Allied Health and Social CarePlacement and Practice Learning LeadExternal Promotion and Liaison LeadCourse Leaders for BSc & MSc Social WorkCourse teamsPractice PartnersSchool ManagerTechnical ManagerFaculty Placements Manager |

 **2.** **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |   |   |
|   | Experience in the delivery and assessment of teaching and learning in social work or a closely related discipline | E | AF,S |
|   | Experience of teaching undergraduate allied health students in clinical and/or academic settings. | E | AF,S |
|   | Understanding of HEI and Quality Assurance Agency processes | E | AF,S |
|   | Knowledge of diverse learning and teaching methods. | E | AF,S |
|   | Experience in the pastoral care of students. | D | AF,S |
|   | Experience of teaching within UK HE. | D | AF,S |
| **2.** | **Skills & Abilities** |   |   |
|   | Clinical and classroom based teaching ability | E | AF,S |
|   | Excellent IT, written & oral communication skills | E | AF,S |
|  | Ability to organise your own time and manage own workload | E | AF,S |
|   | Ability to teach and give feedback to students in clinical simulation setting | E | AF,S |
|   | Good organisational skills | E | AF,S |
|  | Good interpersonal skills, including well-developed communication skills | E | AF,S |
|  | Excellent presentation skills | E | AF,S |
|  | Ability to work as part of a team | E | AF,S |
|  | Ability to use technology including the VLE for teaching and assessment purposes or a willingness to undertake training. | D | AF,S |
|  | Ability to supervise student dissertations and projects | D | AF,S |
| **3.** | **Education &/or Training** |   |   |
|   | An Honours Degree in a relevant subject | E | AF,S |
|   | Current professional registration  | E | AF,S |
|   | A postgraduate award in a relevant subject (or equivalent). | E | AF,S |
|   | HEA fellowship or equivalent. | D | AF,S |
| **4.** | **Other Requirements** |   |   |
|   | A collegiate approach with others in support of student learning and pastoral care within the School. | E | AF,S |
|   | A commitment to innovation, evaluation and research in teaching, learning and assessment methods. | E | AF,S |
|   | A commitment to diversity in teaching, research and innovation activities. | E | AF,S |
|   | Flexible and professional attitude to working hours and staff development | E | AF,S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (which may include a test and / or 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%2C164407%2Cen.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 |  |
| 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)  |
| 12. Food handling  | 24. Other (please specify)  |

 **Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Chris Wells |
| **Date** | 28/09/2017 |
| **Extension number** | 3009 |

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.