



**Faculty of Humanities and Social Sciences**

**School of Languages and Area Studies**

**Reader in Second Language Sciences**

**ZZ004162**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £49,149 to £56,950 per annum. 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. Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

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 learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced 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>

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 University reserves the right to seek external opinion on a candidates' suitability as a reader or professor at the University of Portsmouth.

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:** | Reader |
| **Grade:** | 9 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | SLAS  Park Building |
| **Position Reference No:** | ZZ004162 |
| **Cost Centre:** | 43015 |
| **Responsible to:** | Head of Department |
| **Responsible for:** | N/A |
| **Effective date of job description:** | January 2018 |

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| **Context of Job:** |
| The School of Languages and Area Studies (SLAS) is one of the largest departments in the UK for languages, communication, and international studies. SLAS delivers a wide range of taught programmes, conducts world-class research, and undertakes consultancy and knowledge exchange. The School will be launching a new Centre for Research and Innovation in Language Sciences in 2018. |

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| **Purpose of Job:** |
| To conduct high quality research in Second Language Acquisition/Sciences and develop enterprise activities/income generation for the new Centre for Research and Innovation in Language Sciences.  To set up a new Psycholinguistic research Lab.  To undertake teaching principally on Second Language Acquisition/Sciences with contributions to other courses/training programmes for the new Centre.  To undertake management and administrative duties commensurate with the role and provide support for the development and co-ordination of new research, outreach and enterprises initiatives as part of the new Centre for Applied Research and Outreach in Language Sciences at the University of Portsmouth. |

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| **Key Responsibilities:** |
| **Team Specific**   * Setting up new Psycholinguistic research lab and conduct high quality cutting edge research * Managing and developing enterprise and research projects in the new Centre * Playing a key role in the coo-ordination and leadership of the new Centre * Planning and delivering and a range of teaching and training activities * Contributing to outreach activities for local and global communities * Contributing to curriculum development and the development of new programmes of study * Leading and supporting others to design, develop and evaluate learning and teaching activities * Teaching across a range of courses in Second Language Sciences, and supervise dissertations using appropriate teaching, learning support and assessment methods and technologies. * Supervising Masters/PhD theses * Teaching/lecturing, tutorial, seminar and practical work   **Generic**   * High-quality publications in areas of research relevant to the new Centre * International profile in a relevant area of research in view of REF submission * Leading the development of objectives, projects and proposals, commensurate with the strategic objectives for REF 2021 * Identifying sources of funding and secure funding for the new Centre * Participating and leading in collaborative research projects as appropriate * Maximising non-academic impact from public engagement with research undertaken, including knowledge exchange activities as appropriate * Undertaking and manage activities that are recognized nationally and internationally to   Enhance professional practice and the professional practice of our students   * Assisting in the administration and management of the Centre   **Managing Self**   * Responsible for maintaining own continuous professional development (CPD) and   knowledge of ‘best practice’   * Working to deadlines and project plans * Responding to enquiries in a timely and effective manner   **Core Requirements**   * Adhering to and promoting the University’s Equality and Diversity policies * Ensuring compliance with Health & Safety regulations * **Planning, and carrying out duties in a resource efficient way**   **Additional Requirements**  Any other duties commensurate with the post and grade as agreed with the Head of Department |

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| **Working Relationships:** |
| Head of School  Director of the new Centre  Research Associate  Associate Dean (R&I)  Associate Head (R&I)  Principal Lecturers  Course Leaders  Unit Coordinators  Course Teams  School Support Staff, including Online Course Developers  Faculty Placement Manager  Online Course Develops & Technical Support Staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Excellent knowledge of Psycholinguistics methods for research | E | AF, S |
|  | Excellent track record in Research high quality publication | E | AF, S |
|  | Excellent track record in securing successful research and innovation grants | E | AF, S |
|  | Experience and excellent track record in securing income generation and developing enterprise activities | E | AF, S |
|  | Good knowledge and understanding of technology enhanced-learning | E | AF, S |
|  | Experience in leading and/or coordinating Centres and /or other units/departments | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent oral, written and presentation skills | E | AF, S |
|  | Ability to influence, persuade and present | E | AF, S |
|  | Ability to chair meetings effectively | E | AF, S |
|  | Ability to set and monitor tasks for others | E | AF, S |
|  | Liaison and networking skills | E | AF, S |
|  | Effective team-working skills | E | AF, S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to lead and motivate colleagues | E | AF, S |
|  | Ability to work in a multicultural/international environment | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant first degree | E | AF, S |
|  | Relevant Masters degree | E | AF, S |
|  | HEA Fellowship | D | AF, S |
|  | PhD in relevant area | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to high quality learning and teaching | E | AF, S |
|  | Commitment to working in a collegial, consultative and supportive way with colleagues | E | AF, S |
|  | Commitment to excellence in supporting and enhancing student learning and achievement. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

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

**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.** | | | |
| 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 | 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/bio-aerosols |  |
| 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)** | Alessandro Bentai |
| **Date** | July 2017 |
| **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.