

**Faculty of Humanities & Social Sciences**

**School of Languages & Area Studies**

**UNIVERSITY TUTOR IN FRENCH LANGUAGE (0.7 fte)**

**10006874**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £22,363 - £24,426 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 August 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 Years Day inclusive and there are a further five 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 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 the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

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, a copy of which is available on request from Human Resources.

If the position has a requirement for a Criminal Records Bureau Disclosure, this will be stated in the advert. The Criminal Records Bureau Application Form will be provided once the selection process has been completed.

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.

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:** | University Tutor in French Language (0.7) |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Area Studies SLAS |
| **Position Reference No:** | 10006874 |
| **Cost Centre:** | 43015 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2012 |

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| **Purpose of Job:** |
| To undertake a given teaching load and contribute to the coordination of the TDA (Training and Development Agency for Schools) Subject Knowledge Enhancement Course in French Language. To contribute to the teaching of a range of French language units at undergraduate and postgraduate levels. To carry out related education administration in accordance with the needs of the School of Languages and Area Studies. |

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| **Key Responsibilities:** |
| The appointee will:   1. Contribute to the coordination of the Subject Knowledge Enhancement Course in French Language including marketing, promotion and recruitment; conduct needs analysis; liaise with partner institutions including SECS; produce course-related documentation; course administration. 2. Contribute to the curriculum development of the Subject Knowledge Enhancement Course in French Language. 3. Contribute to the delivery of French language teaching on Subject Knowledge Enhancement Course and as required to the design, administration and marking of assessments, using a range of methods appropriate to specified learning outcomes, in liaison with colleagues as necessary. 4. Be responsible for the pastoral care of the course participants. 5. Undertake French language teaching, with an ability to develop and contribute to the teaching of French language on IWLP, general language units on undergraduate programmes and/or associated M level units on other courses in the School. 6. Undertake an administrative role in the School appropriate to the University Tutor scale. 7. Attend relevant internal and external meetings including Boards of Examiners and Boards of Studies as required, as well as other staff meetings and staff development events. 8. Undertake such other duties as may reasonably be required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Subject Area Leader  Course Team  Course Leader for the Postgraduate Certificate in Education for MFL, SECS  School Support Staff  Associate Deans (Students / Academic)  Student Housing |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | * Native or near-native speaker competence in French and English. * Good knowledge of language teaching methodology. * Specialist knowledge of French language teaching to undergraduates or adult learners * Teaching experience with adult learners and/or in an HE environment * Experience of using e-Learning or a willingness to undertake training * Experience of designing and evaluating relevant programmes of study and learning materials * Experience of course coordination * Experience of teacher training | E  E  E  E  E  E  D  D | AF  AF  AF  AF, S  AF, S  AF, S  AF, S, P  AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | * Well organised * Good Interpersonal skills * Well developed communication skills * Excellent presentation skills * Ability to work independently, without close supervision, as required * Ability to work as part of a team * Ability to work in a multicultural/international environment * Ability to assume administrative duties commensurate with grade of post | E  E  E  E  E  E  E  E | AF, S, P  AF, S, P  AF, S, P  AF, S, P  AF, S, P  AF, S, P  AF, S, P  AF, S, P |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | * First degree in a relevant subject area * Completion of Masters Degree in relevant discipline. * Completion or near-completion of PhD in relevant area * PGCE/QTS or equivalent | E  E  D  D | AF  AF  AF  AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching & learning | E | AF, S, P |
|  | Commitment to engaging with student support | E | AF, S, P |
|  | Commitment to undertake academic administration | E | AF, S, P |
|  | Commitment to knowledge transfer in an appropriate field | D | AF. S, P |

**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 by the applicant.** | | | |
| International travel |  | Ionising radiation |  |
| Manual Handling |  | Asbestos, Lead |  |
| Human tissue/body fluids  EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck |  |
| Genetically modified Organisms |  | Food Handling |  |
| Noise > 80 DbA |  | Substances to which COSHH applies |  |
| Skin irritants/sensitisors |  | Small print /colour coding (electrical) |  |
| Night Duty  between 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment | x | Access to children |  |
| Repetitive tasks | | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify) | | | |
| Please give details of any of the above as necessary: | | | |

**Line Manager/Supervisor to sign below:**

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| **Signed** |  |
| **Name (block capitals)** | DR ANN MATEAR |
| **Date** | 8th November 2012 |
| **Extension number** | 6050 |