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**Faculty of Humanities & Social Sciences**

**School of Languages & Applied Linguistics**

**LECTOR IN GERMAN**

**(0.80 FTE)**

**ZZ004047**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Part-time/Term-time

Fixed term

Salary is in the range: £17,104 to £18,680 per annum. Salary is paid into a bank or building society monthly in arrears. For salary calculations you will be paid for 40.26 weeks. The difference between 40.26 weeks and the 33 weeks worked each year covers paid annual leave entitlement and public and statutory holidays. The salary is divided into 12 equal monthly instalments.

Working hours are 29.6 per week.

There is a probationary period of one month during which new staff will be expected to demonstrate their suitability for the post.

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:** | Lector in Modern Foreign Languages (German) |
| **Grade:** | 5 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Applied Linguistics |
| **Position Reference No:** | ZZ004047 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | April 2019 |

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| **Purpose of Job:** |
| To undertake a range of duties, with a priority on the teaching of the target foreign language within the School’s modern languages programmes. Lectors will be expected to carry out these duties with moderate supervision by other academic staff.  Every effort will be made to facilitate the Lector’s own English language development through enabling their attendance at classes available within the School, including training in language teaching methodology, subject to timetable constraints and the agreement of the member of staff responsible for the class. Lectors wishing to enrol on a formal course of study will normally be required to pay the relevant tuition fee. |

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| **Key Responsibilities:** |
| The appointee will:   1. Teach in the target foreign language; 2. Assist with the production of teaching materials in his/her language area; 3. Under appropriate supervision, produce materials for independent study via our Virtual Learning Environment (Moodle). 4. Provide weekly one-to-one or group language tutorials at our Learning Resources Centre; 5. Participate in the setting, invigilation and grading of assessments and examinations; 6. Attend meetings of the Boards of Examiners and Boards of Studies as required, as well as other staff meetings, course team meetings and staff development events. 7. 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 Modern Foreign Languages  Language Coordinators  Course Leaders  Unit Coordinators  Course Team  School Support Staff |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Native speaker fluency in the target foreign language | E | AF |
|  | A very good level of English language proficiency | E | AF |
|  | Experience of teaching the target language | E | AF, S |
|  | Knowledge of teaching and assessment procedures in HE | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Good organisational skills | E | AF, S, P |
|  | Good interpersonal skills | E | AF, S, P |
|  | Good communication skills | E | AF, S, P |
|  | Excellent presentation skills | E | AF, S, P |
|  | Ability to work as part of a team | E | AF, S, P |
|  | Ability to work in a multicultural/international environment | E | AF, S, P |
|  | Ability to stimulate and maintain students’ interest in learning about his/her own country and language | E | AF, S, P |
|  | Ability to assume administrative duties commensurate with grade of post | E | AF, S, P |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant First degree, normally from an institution in the country whose language s/he will teach | E | AF |
|  | Relevant Post graduate qualification | D | AF |
|  | Qualification in the teaching of the target language to non-native speakers | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willingness to undertake academic administration | E | AF, S, P |

**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**

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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 | 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) | |

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**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Stephen Corbett |
| **Date** | April 2019 |
| **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.