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**Faculty of Humanities and Social Sciences**

**School of Languages and Applied Linguistics**

**Part-time Hourly Paid Lecturer in Modern Foreign Languages**

**PTHP5008-1**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Your rate of pay will be £46.58 - £50.88. New employees will be appointed at the bottom of the scale unless you have previous relevant experience from another academic institution.

Your rate of pay will be in respect of each teaching hour delivered and for all the work in connection with that delivery.  This includes:

* one hour scheduled teaching;
* preparation for teaching;
* the setting and marking of projects and assignments;
* the setting and marking of examinations;
* the supervision of examinations;
* completion of registers;
* provision of data and related course administration;
* an allocation of holiday pay.

The annual leave entitlement for a full time post at your grade is 35 days in addition to statutory bank holidays, local discretionary holidays and days when the institution is closed in the interests of efficiency.  Your entitlement to paid leave is calculated on an equivalent basis, proportionate to the part of the leave year you are required to work. Your holiday pay is included in your payment for each teaching hour delivered and will be separately itemised in your contract and payslip.  Holidays are allocated to days in each pay period when you are not required to teach.

Salary is paid into a bank or building society monthly in arrears.

You will be automatically enrolled in the Teachers' Pension Scheme.  The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependents’ benefits.

The University offers support for Maternity, Paternity and Shared Parental Leave. Your contractual entitlement is in accordance with the procedures contained in the Academic Staff Handbook and on the University website: <http://www.port.ac.uk/accesstoinformation/policies/>

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.

Under the University’s Recruitment and Selection Policy we will take up references for appointable candidates. Your current employer reference must be your current line manager.  It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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:** | PTHP Lecturer in Modern Foreign Languages |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Applied Linguistics |
| **Position Reference No:** | PTHP5008 |
| **Responsible to:** | Head of School |
| **Responsible for:** | n/a |
| **Effective date of job description:** | September 2021 |

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| **Purpose of Job:** |
| The purpose and key tasks of the post are to contribute and promote the subject, programme, teaching, and distance learning activity of the School. The successful candidate will do this by a) teaching on modern language modules at all levels and Institutional Wide Language Programme; b) delivery on other modules delivered by the School, which dependant on the post holder’s skills for example, Translation and/or Interpreting. |

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| **Key Responsibilities:** |
| 1. To deliver, review and evaluate units of study in support of the School’s aims; 2. To develop and update learning resource materials to support unit requirements, with a focus on online materials, ensuring that these meet the needs of the students and the learning outcomes of the unit; 3. Develop innovative online teaching and learning methods to support unit requirements; 4. To contribute to all aspects of course delivery and administration, for example; student tutoring, guidance and selection, assessment and evaluation; 5. Work with the Course Leaders, Module Coordinators and designated Principal Lecturer maintaining good working relationships; 6. To participate in curriculum development for frameworks within the School; 7. Promote the courses to potential students via marketing and recruitment events; 8. To supervise individual students writing dissertation projects at level 6 and 7; 9. To carry out assessment activities (the majority of which are online), providing comprehensive feedback to students on their assignments; 10. To carry out the administrative tasks associated with teaching and assessing a module of study and to undertake associated administrative tasks; 11. To provide support and guidance to students; 12. Other duties that may be required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Principal Lecturer (Subject Leader)  Modern Languages Coordinator  Course Team  School Support Staff  Associate Head (Students)  Associate Head (Academic) |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Native/near native speaker competence in specified Modern Foreign Language | E | AF, S |
|  | Specialist knowledge and experience of in specified Modern Foreign Language teaching | E | AF, S |
|  | Experience teaching at least one of the following disciplines; Translation, Interpreting or other relevant to MFL | D | AF, S |
|  | Teaching Experience with adult learners | D | AF, S |
|  | Experience in materials development | E | AF, S |
|  | Knowledge of assessment procedures | E | AF, S |
|  | Experience of using e-Learning | D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Very well organised, able to meet deadlines | E | AF, S |
|  | Very good teaching, communication and team working skills | E | AF, S |
|  | Ability to reflect on practice and the development of own teaching and learning skills | E | AF, S |
|  | Ability to work independently, without close supervision, as required | E | AF, S |
|  | Ability and appreciation of working in a multicultural/international environment | E | AF, S |
|  | Experience of assessing at Higher education level (Level 4 and/or above) | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Relevant First degree | E | AF |
|  | Higher degree or near-completion | D | AF |
|  | Teaching Qualification – PGCE, Cert Ed or equivalent | D | AF |
|  | Fellow of the HEA | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching & learning | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others in support of student learning and pastoral care. | E | AF, S |
|  | Willingness to undertake academic administration | E | AF, S, P |
|  | Willingness to embrace diversity in teaching and other departmental activities. | E | 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 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)  X | |
| 12. Food handling | | 24. Other (please specify) | |

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| **Name (block capitals)** | Dr Stephen Corbett, Head of School |
| **Date** | September 2021 |
| **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.