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**Faculty of Creative and Cultural Industries**

**School of Film, Media and Communication**

**Teaching Fellow in Film Production X2**

**ZZ007682**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £36,382 to £39,739 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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.

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.

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:** | Teaching Fellow in Film Production |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Creative and Cultural Industries |
| **Department/Service:**  **Location:** | School of Film, Media and Communication  Eldon Building |
| **Position Reference No:** | ZZ007682 |
| **Responsible to:** | Academic Lead (Film and TV) |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2022 |

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| **Context of Job:** |
| As a member of the teaching team contribute to the delivery and design of undergraduate and postgraduate units and programmes, responding to students’ needs. |

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| **Purpose of Job:** |
| To engage in teaching, scholarship and innovation as part of a team in line with School’s objectives, and make a significant contribution to the TEF profile of the School. |

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| **Key Responsibilities:** |
| Contribute as a member of the teaching team to the design, delivery, update and review of units within the subject area for undergraduate and postgraduate courses, including setting, marking and verification of assessments.  Contribute to the development of the curriculum, including proposing new modules and courses and active participation at subject group meetings.  Engage in external activities (including those with Professional Bodies), either on own initiative or as part of a team.  Contribute to enhancing the Teaching Excellence Framework profile of the School in line with stated objectives.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities including undertaking and approving risk assessments.  Undertake academic module and course related administrative tasks, including assessment and examination boards, student recruitment activities (both in the UK and overseas), course accreditation activities, student feedback and attendance together with monitoring and responding as appropriate.  Undertake student placement visits and resolve any problems identified by the student or the employer.  Ensure teaching material is current and of high quality through active scholarship and research.  Act as a Personal Tutor to undergraduate and postgraduate students.  Contribute to student recruitment activities.  Take part in relevant aspects of the student support and assessment processes.  Undertake such other duties/projects as may reasonably be required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Academic Leads  Course and Module Teams  Course Leaders  Academic Staff  Professional Services staff including Technical support, Admissions, Faculty Office and DSAA  Associate Deans  Dean |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | In-depth knowledge of own specialism to enable the development of new knowledge and understanding within the field of Film and Television Production | E | AF, S |
|  | Relevant professional and technical skills | E | AF, S |
|  | Unit/Module coordination | D | AF, S |
|  | Knowledge of regulatory frameworks, codes of conduct and professional practice. | D | AF, S |
|  | A broad knowledge of current industry technologies, workflows and practices. | D | AF, S |
|  | Experience in the design and development of HE units/modules/courses | D | AF, S |
|  | Experience delivering personal tutoring at undergraduate and/or postgraduate level | D | AF, S |
|  | Experience in supervising final year undergraduate and/or postgraduate student projects/dissertations | D |  |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to work both independently and as part of a team to deliver and assess under-graduate and post-graduate teaching units. | E | AF, S |
|  | Skills in the use of appropriate specialist equipment and IT | E | AF, S |
|  | Demonstrable ability to effectively teach, communicate with and motivate both undergraduate and postgraduate students within a range of environments including lecture room, seminar, studio and externally as appropriate to the subject to be delivered | E | AF, S |
|  | Excellent verbal and written communication skills and presentation skills | E | AF, P |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and professional body activities | E | AF, S |
|  | Teaching experience at HE level | D | AF, S |
|  | Curriculum development and/or course management experience | D | AF, S |
|  | Able to work as part of a PhD supervisory team. | D | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant professional or postgraduate qualification or industry credentials | D | AF |
|  | A PhD or equivalent | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Professional qualification | D | AF |
|  | Current membership of a relevant professional body | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Commitment to work in an academic environment | E | AF, S |
|  | Ability to motivate self and others | E | AF, S |
|  | Sympathetic and supportive to motivate students and encourage learning | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare | E | AF, S |
|  | Prepared to deliver courses outside the normal working week and/or in locations outside the UK | D | AF, S |
|  | Engagement with external national/international networks that contribute to subject knowledge, student experience and enhance the reputation and development of the subject area | D | AF/S |
|  | Knowledge of the University’s core strategies for Education, Global Engagement and Research & Innovation and as well as the School/Faculty’s aims and objectives for these. | D | AF/S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview and 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.** | | | |
| 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) | X | 14. Working at height | X |
| 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.)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | JANE CHANDLER |
| **Date** | 9th June 2022 |
| **Extension number** | 5183 |

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.