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**Faculty of Technology**

**School of Computing**

**Teaching Fellow in Computer Science**

**ZZ006274**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £35,845 to £39,152 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, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload,91621,en.pdf>.

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) 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 Computer Science |  |
| **Faculty/Centre:** | Technology |  |
| **Department/Service: Location:** | School of Computing Buckingham Building |  |
| **Position Reference No:** | ZZ006274 |  |
| **Grade:** | 7 |  |
| **Responsible to:** | Head of School |  |
| **Responsible for:** | None |  |
| **Effective date of job description:** | June 2020 |  |

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| **Purpose of Job:** |
| To develop and deliver teaching material in the School of Computing and to coordinate practical and project work for undergraduate and postgraduate students. To contribute to the design, delivery and administration of assessment. |

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| **Key Responsibilities:** |
| The appointee will:   1. Contribute to the delivery of core and specialist units in computer science. 2. Develop, maintain and deliver learning support and carry out assessment and assessment artefact administration for taught modules. 3. Undertake undergraduate and postgraduate project supervision. 4. Develop and deliver new teaching materials, including on-campus and online delivery. 5. Be responsible for personal tutees across the various levels of the programmes. 6. Collaborate with academic colleagues on course development and curriculum changes. 7. Contribute to employer and educational liaison/outreach. 8. Engage in scholarly activity, where required. 9. Ensure that health and safety guidelines are followed at all times. 10. Undertake administrative duties in accordance with the level of the post. 11. Work with the teaching teams on practical sessions. 12. Undertake such other duties as may reasonably be required by the Head of Department. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leaders Head of School  Subject Academic Staff Associate Heads  Course Team Administrative Staff  Associate Dean (Students) Module Coordinators  Associate Dean (Academic) |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in computer science. | E | AF, S |
|  | Current or recent experience of teaching and assessment in HE in the areas of computer science. | E | AF, S |
|  | Understanding of the use of e-Learning or a willingness to undertake training. | D | AF, S |
|  | Knowledge of UK Higher Education System & Quality Agenda. | D | AF, S |
|  | Relevant industrial and/or consulting experience. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | High level of IT skills. | E | AF, S |
|  | Ability to work individually and as part of a team. | E | AF, S |
|  | Excellent presentation and communication skills, including written and spoken English. | E | AF, S |
|  | Ability to solve problems as they occur. | E | AF, S |
|  | Good communications and interpersonal skills. | E | AF, S |
|  | Ability to design, document, apply, mark and administer assessments in UK HE environment. | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | An excellent Honours degree in a computing discipline. | E | AF |
|  | Postgraduate qualification achieved or in progress. | E | AF |
|  | Relevant teaching qualification, or willingness to undertake appropriate qualification. | D | AF |
|  | Membership of relevant professional bodies (e.g. BCS, IET). | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Empathetic 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 |
|  | Flexible in working patterns, including willingness to participate in Open Days and other Marketing activities of the School. | E | AF, S |
|  | Ability to understand and work to deadlines. | E | AF, S |

**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)  X | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | NICK SAVAGE |
| **Date** | 01/6/20 |
| **Extension number** | 6363 |

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.