

**Faculty of Humanities & Social Sciences**

**School of Languages & Area Studies**

**LECTOR IN SPANISH**

**10008286**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £13,868 - £15,146 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.

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.

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:** | Lector in Modern Foreign Languages (Spanish) |
| **Grade:** | 5 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Languages and Area Studies |
| **Position Reference No:** | 10008286 |
| **Cost Centre:** | 43015 |
| **Responsible to:** | Dr Ann Matear |
| **Responsible for:** | n/a |
| **Effective date of job description:** | 01-05-13 |

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| **Purpose of Job:** |
| To undertake 25 hours per week 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 up to 12 hours per week of the target foreign language; 2. Advise and assist undergraduate students doing dissertations and projects in his/her area of expertise; 3. Participate in the setting, invigilation and grading of assessments and examinations; 4. Assist with the production of teaching materials in his/her language area; 5. 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. 6. Undertake such other duties as may reasonably be required by the Head of School. |

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| **Working Relationships:** |
| Head of School  Divisional/Postgraduate Coordinator/Subject Group Leader  MFL Coordinator/Language Coordinator/Course Leader  Year Tutors  Unit Coordinators  Course Team  School Support Staff  Associate Dean (Students)  Associate Dean (Academic)  Associate Dean (Research) |

1. **PERSON SPECIFICATION**

|  |  |  |  |
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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | * Native speaker fluency in the target foreign language * A very good level of English language proficiency * Experience of teaching the target language * Knowledge of teaching and assessment procedures in HE | E  E  D  D | AF  AF, S  AF, S  AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | * Well organised * Good Interpersonal skills * Well developed communication skills * Excellent presentation skills * Ability to work as part of a team * Ability to work in a multicultural/international environment * Ability to stimulate and maintain students’ interest in learning about his/her own country and language * 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** |  |  |
|  | * Relevant First degree, normally from an institution in the country whose language s/he will teach * Qualification in the teaching of the target language to non-native speakers | E  D | AF  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; 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** | 1st May 2013 |
| **Extension number** | 6050 |