

**Faculty of Creative and Cultural Industries**

**School of Art and Design**

**TEACHING FELLOW IN FASHION**

**ZZ003348**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range from £16,787 to £18,336 per annum (£33,574 - £36,672 x 0.5fte) 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 17.5 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 Year’s Day inclusive and there are a further five bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

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| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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.

Under the University’s Insurance Policy we will take up references for candidates called for interview. 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.

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 Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Creative and Cultural Industries |
| **Department/Service:**  **Location:** | School of Art & Design |
| **Position Reference No:** | ZZ003348 |
| **Cost Centre:** | 42400 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | August 2016 |

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| **Context of Job:** |
| Art and design has a long and distinguished history of being taught in the city of Portsmouth, with an art school going back to the 1880’s. Today the School of Art and Design offers a dynamic portfolio of distinctive courses with dedicated staff and specialist resources.  The BA (Hons) Fashion and Textile Design course has a team of dedicated staff teaching approximately 80 students across 3 years. In addition in an exciting new development an MA in Fashion and Textiles will start in 2016. We utilise a variety of teaching methods from workshops, lectures, group critique and seminars, to individual tutorials. This is supported via our online learning system Moodle. There is an emphasis on hands-on practical sessions that contributes towards the strong studio culture that has developed within the subject area. The curriculum emphasises research informed design and professional practice. We have a track record of success in student awards and competitions including “New Designers”. We have a dedicated design studio, with a sewing workshop nearby and screenprinting facilities together with Lectra software and a digital fabric printer. A Mac suite is available using Adobe CC with access to facilities with specific areas for laser cutting, dye sublimation, and large format printing. |

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| **Purpose of Job:** |
| To work with colleagues and act as a team member to contribute to the delivery and design of undergraduate and potentially postgraduate programmes responding to students needs as member of a teaching team.  Specifically this post will entail teaching and assessing on units on BA (Hons) Fashion and Textile Design, and, potentially MA Fashion and Textiles. This will be taught mainly through group and individual tutorials, demonstrations, presentations and supervising students in the studio and workshop. The purpose of the job is to enhance the student experience by advising and assisting students in a practical way to improve their design outcomes. Using and demonstrating technical knowledge and skills the post holder will have a key role in helping to realise the creative potential of students and maintain the quality of garments produced. A proactive approach to industrial engagement, professional practice and graduate employability is central to the ethos of the subject area. |

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| **Key Responsibilities:** |
| * Develop teaching materials and contribute to the preparation, delivery and assessment of taught units related to fashion * Ensure teaching materials, techniques, and methods are current through active scholarship and industry awareness and develop new materials as appropriate * Apply expert knowledge and skills in support of student project work, overseeing and assisting in the manufacture of high quality practical outcomes in line with industry standards and market expectations * Assisting with expert advice in the development and testing of specific techniques used in practical classes and student projects, and where relevant demonstrate specialist equipment, materials and techniques * Collaborate with academic colleagues on course development and curriculum changes * To communicate with team members and liaise with relevant others to ensure effective working relations * Supervise students’ projects and placements as required * Act a personal tutor to students to provide first line support * Undertake administrative duties in accordance with the level of the post * Take an active part in student admissions activities including preview/open days, interviews and educational liaison events * Engage in scholarly activity and/or innovation projects as appropriate * To comply with University Health and Safety policy and guidelines * Any other duties as may reasonably be required by the Head of School |
| **Working Relationships:** |
| Course Leader (s)  Course Team  Head of School  School Manager and Admin team  Technical team : Sewing workshop, EPC,IT, Print workshop  Associate Dean ( Students)  Associate Dean ( Academic) |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expert knowledge of pattern cutting and garment construction techniques within a workshop and /or studio environment, with minimum of 5 years industry experience | E | AF, S |
|  | Previous experience of demonstrating specialist equipment including industrial lock stitch, 3-4 thread overlocker, flat locker, blind hemmer, cover stitch and steam press | E | AF, S |
|  | Specialist knowledge of relevant software – Lectra Modaris 2D and 3D pattern software | E | AF, S |
|  | HE teaching and assessment experience at undergraduate or postgraduate level | E |  |
|  | Experience of working with students and assisting them in practical work relating to garment construction | E | AF, S |
|  | Understanding of the relationship of research to creative practice | E | AF,S |
|  | Current or recent professional experience in the fashion related industries | D | AF,S |
|  | Experience of administration relevant to an academic environment and knowledge of UK HE Quality Agenda | D | AF,S |
|  | Knowledge of health and safety in the workplace | D | AF,S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent sewing skills ( both hand and machine) | E | AF, S |
|  | Relevant design and making skills with attention to detail | E | AF, S |
|  | Ability to develop and adapt a range of pattern blocks and garment bases to assist students | E | AF, S |
|  | Teaching skills and ability to motivate students and provide constructive feedback at undergraduate level | E | AF, S |
|  | Able to work quickly and accurately in the development of student projects within a busy production workshop | E | AF, S |
|  | Able to work with students of differing levels of practical skills | E | AF, S |
|  | Ability to design, document, mark and administer assessments in UK HE environment | E | AF, S |
|  | Strong organisational, planning and admin skills | E | AF, S |
|  | Well developed communication and interpersonal skills | E | AF, S |
|  | Ability to use a Mac computer and Microsoft office | E | AF, S |
|  | Ability to work on own initiative and as part of a team | E | AF, S |
|  | Ability to problem solve constructively | E | AF, S |
|  | Ability to work to deadlines | E | AF, S |
| 3. | **Qualifications, Education & Training** |  |  |
|  | A good undergraduate degree (or equivalent vocational training or industry experience) in fashion design, fashion technology or fashion atelier | E | AF |
|  | Postgraduate qualification achieved or in progress in fashion design or fashion technology | E | AF |
|  | PhD achieved or in progress | D | AF |
|  | Fellowship of the HEA or commitment to complete this in post | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Committed to a student centred approach | E | AF, S |
|  | Willingness to work flexibly and co-operatively with others | E | AF, S |
|  | Commitment to work in an academic environment with ethical considerations | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**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 |  | 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 |  |
| 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 | 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/bio-aerosols |  |
| 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)** | MICHELE-ANNE DAUPPE |
| **Date** | August 2016 |
| **Extension number** | 5656 |

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.