

**Faculty of Humanities and Social Sciences**

**School of Social, Historical and Literary Studies**

**LECTURER IN EARLY MODERN HISTORY**

**ZZ003464**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £16,787 (£33,574 x 0.5 fte) to £18,336 (£36,672 x 0.5 fte) 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.

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 learningAcademic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staffExperienced 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>

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:** | Lecturer in Early Modern History , 1500-1800 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:****Location:** | School of Social, Historical and Literary Studies |
| **Position Reference No:** | ZZ003464 |
| **Grade:** | 7 |
| **Cost Centre:** | 43016 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | June 2016 |

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| **Purpose of Job:** |
| The main emphasis within the History programme is on social and cultural history in a British and European context. Preference will be given to specialists in early modern European (including British) history who have particular research interests in social and cultural history. At undergraduate level, you will contribute to the core history, historical skills and historical methodology units.  |

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| **Key Responsibilities** |
| 1. Contribute to the delivery of core and specialist units in History and Combined Honours programmes. You will principally teach key units such as The Early Modern World, Historical Methods, History at University, History beyond University, and Introduction to Historical Research.
2. Be responsible for a number of personal tutees across the various levels of the programmes
3. Undertake an appropriate administrative role in the History subject area
4. Undertake historical research and produce outputs of national and international significance
5. Undertake such other duties as may be reasonably required by the Head of School.
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| **Working Relationships (key individuals the job holder would be working with):** |
| History Subject LeaderHead of SchoolSchool Support StaffAssociate Dean (Students)Associate Dean (Academic)Associate Dean (Research) |

2. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | British or European social and cultural history 1500-1800 |  E  | AF, S, P |
|  | Knowledge of teaching historical methods and skills |  E | AF, S, P |
|  | Some understanding of the use of e-Learning or a willingness to undertake training in this area |  E | AF, S, P |
|  | Knowledge of assessment procedures.  |  E | AF, S, P |
|  | Experience of teaching in Higher Education (full or part-time) |  E | AF, S, P |
|  | Research publications that will contribute to the forthcoming REF. |  D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication skills and ability to interact with a range of stakeholders. |  E | AF, S, P |
|  | Excellent presentation skills. |  E | AF, S, P |
|  | Ability to work effectively as part of a team. |  E | AF, S, P |
|  | Liaison and organisational skills. |  E | AF, S, P |
| **3.**  | **Education &/or Training** |  |  |
|  | Relevant First degree |  E | AF |
|  | PhD or PhD close to completion  |  E | AF |
|  | Completed Cert Ed (HE) |  D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching and learning. |  E | AF, S, P |
|  | Commitment to research in an appropriate field. |  E | AF, S, P |
|  | Willingness to undertake administration appropriate to the position’s scale. |  E | AF, S, P |
|  | Commitment to tutorial support. |  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%2C164407%2Cen.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)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working(between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, book sensitization etc)  |  | 20. Small print/colour coding |  |
| 9. 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)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | FERGUS CARR |
| **Date** |  |
| **Extension number** | 2173 |

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.