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**Faculty of Humanities and Social Sciences**

**School of Education and Sociology**

**Professor in Education/Childhood Studies**

**ZZ003461**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £59,828 - £70,436per 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 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. Staff are likely to be asked to attend on weekends for recruitment activities at certain times of the year.

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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).

|  |  |  |
| --- | --- | --- |
| 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>

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 University reserves the right to seek external opinion on a candidates' suitability as a reader or professor at the University of Portsmouth.

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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Professor in Education/Childhood Studies |
| **Grade:** | 10 |
| **Faculty/Centre:** | Faculty of Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Education and Sociology |
| **Position Reference No:** | ZZ003461 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2019 |

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| **Context of Job:** |
| The School of Education and Sociology is one of four schools in the Faculty of Humanities and Social Sciences. The School is seeking to enhance its research culture, capacity and outputs with the appointment of a Professor/Reader. |

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| **Purpose of Job:** |
| The successful candidate will provide academic leadership and inspiration to the school’s research community. As part of their personal contribution, they will produce research outputs that are world-leading, including academic monographs and articles published with high-quality publishers and journals, which will make a significant contribution to the Research Excellence Framework (REF). Furthermore, they will be expected to lead and support bids for external grant funding, build pathways to impact, attract postgraduate students, and lead and develop internal and external networks for research activity and funding.  In addition, the postholder will liaise with relevant course leaders (particularly at postgraduate level) to ensure that the strategic research priorities of the school are embedded in the curriculum through research-led teaching and curriculum design.  The successful candidate will contribute to the core teaching. For example, in the postgraduate curriculum (MA Education Studies, MSc Educational Leadership and Management, Professional Doctorate in Education) where appropriate and supervise MRes and doctoral students in her/his area of expertise. Teaching contributions will be discussed with the Head of School. |
| **Key Responsibilities:** |
| The appointee will:   1. Work with senior staff in the School of Education and Sociology in identifying and developing research objectives and proposals, sustaining the pursuit of external grant funding, providing guidance and support, mentoring staff and playing a key role in School and Faculty Strategic research development. 2. Promote, represent and build the school’s reputation nationally and internationally. 3. Produce high quality research outputs and make a significant contribution to the REF and subsequent research assessments in terms of publications and impact. 4. Lead on major research projects as Principal Investigator or Project Leader working within internal and external networks. 5. Promote and facilitate effective staff engagement in collaborations and networks internally and externally. 6. Play a key role in the internal management of the REF. 7. Work with relevant course leaders to develop the curriculum and facilitate innovation in the design and delivery of courses by the subject team. 8. Provide academic leadership in an aspect of school’s work. 9. Undertake a mentoring and appraisal role for staff, especially by conducting Performance Development Reviews to reflect on colleagues' research and teaching contributions. 10. Coordinate and contribute to core and specialist teaching, regularly reviewing and updating unit content, teaching materials and delivery. 11. Set, mark and assess coursework and examinations providing constructive and comprehensive feedback to students. 12. Undertake undergraduate, postgraduate and doctoral supervision duties. 13. Be responsible for personal tutees where appropriate. 14. Undertake such other duties as may be reasonably requested by the Head of School and Dean. |
| **Working Relationships:** |
| Head of School  Associate Heads (Research and Innovation; Student Experience; Quality and Curriculum)  Departmental Research Degrees Co-ordinator  Associate Dean (Research)  Dean of Faculty |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Successful teaching of appropriate course units/modules | E | AF SP |
|  | Co-ordination of undergraduate and/or postgraduate course units | E | AF SP |
|  | Knowledge and experience of Professional Doctorates in Education | D | AF SP |
|  | A record of international excellence in research and publication | E | AF SP |
|  | A successful record of postgraduate supervision at doctoral level | E | AF SP |
|  | Evidence of ongoing research projects | E | AF SP |
|  | Enterable for REF 2021 with high quality publications and evidence of pathways to impact | E | AF SP |
|  | Record of successful research grant applications | D | AF SP |
|  | Participation at conferences, colloquia and research seminars | E | AF SP |
|  | Evidence of successful conference organisation | D | AF SP |
|  | Research specialism in Childhood and Youth Studies and Education Studies, such as Education Leadership and Management, Early Childhood Education Care or Higher Education Pedagogy. | E | AF SP |
|  | Experience of research collaboration and networking | E | AF SP |
|  | Experience of leading research project teams | D | AF SP |
|  | Successful track record of innovative curriculum design | E | AF SP |
|  | Knowledge and understanding of e-learning | E | AF SP |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed leadership and people management skills | E | AF SP |
|  | Excellent organisational and administrative skills | E | AF SP |
|  | Excellent communication and presentation skills | E | AF SP |
|  | Excellent interpersonal skills | E | AF SP |
|  | Ability to exercise a high degree of innovation and problem solving skills | E | AF SP |
|  | Ability to prioritise and meet deadlines | E | AF SP |
|  | Ability to work as part of a team | E | AF SP |
|  | Ability to work independently while taking heed of advice | E | AF SP |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A PhD or Professional Doctorate in a relevant subject area | E | AF |
|  | HEA fellowship (preferably Senior or Principal Fellow) | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to research and innovation | E | AF SP |
|  | Commitment to innovation in teaching and learning | E | AF SP |
|  | Commitment to collegiality | E | AF SP |
|  | Commitment to making a proactive contribution to the research community in the department, Faculty and University | E | AF SP |

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

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Dr Catherine Carroll-Meehan |
| **Date** | May 2019 |
| **Extension number** | X5201 |

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.