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**Faculty of Business and Law**

**Marketing and Sales**

**Teaching Fellow or Senior Teaching Fellow in Marketing**

**ZZ004244**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range, Teaching Fellow £34,520 - £37,706 per annum, Senior Teaching Fellow £38,833 - £47,722 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.

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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).

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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.

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), 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**

|  |  |
| --- | --- |
| **Job Title:** | Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:** | Marketing and Sales Richmond Building |
| **Position Reference No:** | ZZ004244 |
| **Cost Centre:** | 40100 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | April 2018 |

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| **Context of Job:** |
| As a teaching fellow in Marketing and Sales you will be committed to excellence in teaching at all levels. Support to develop teaching skills is available for less experienced staff. You will be expected to undertake administrative duties and projects. You will have drive and enthusiasm, an innovative approach to learning and teaching and enjoy working collaboratively in a dynamic environment.  |

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| **Purpose of Job:**  |
| To support learning and teaching in the Marketing and Sales curriculum by undertaking teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate. |

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| **Key Responsibilities:** |
| The postholder will:1. Contribute to the delivery of core and specialist units in the curriculum.
2. Develop, maintain and deliver learning support and carry out assessment and assessment artefact administration for taught units.
3. Undertake project and dissertation supervision.
4. Develop and deliver new teaching materials, including on-campus and on-line delivery.
5. Be responsible for a number of 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. Undertake such other duties/projects as may reasonably be required by the Head of Subject Group.
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| **Working Relationships:** |
| * Head of Subject Group
* Unit Coordinators
* Course Leaders
* Academic staff
* Technical & Administrative support staff
* Administrative staff
* Associate Dean Students
* Associate Dean Academic
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1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in Marketing and Sales. | E | AF, S |
|  | Proven track record in Marketing and Sales knowledge, including for example professional/commercial background | E | AF, S |
|  | Current or recent experience of teaching and assessment in the areas of Marketing and Sales in HE or equivalent | 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 |
| **2.** | **Skills & Abilities** |  |  |
|  | Well-developed communication and interpersonal skills | E | AF, S |
|  | High level of IT skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work individually and as part of a team | E | AF, S |
|  | Ability to design, document, apply, mark and administer assessments in UK HE environment  | E | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | An excellent Honours degree or equivalent level professional qualification | E | AF |
|  | Postgraduate qualification achieved or equivalent level professional qualification achieved | E | AF |
|  | Teaching qualification or willingness to work towards | E | AF |
|  | Membership of relevant professional bodies  | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A willingness to work flexibly and cooperatively with others, across departments. | E | AF, S |
|  | Sympathetic 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 residential field work, evening and weekend teaching | 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 by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [**this link**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.**  |
| 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)
 |  | 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. Nano-materials  |
| 11. Driving on University business (mini bus, van, bus, forklift truck etc)  | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| --- | --- |
| **Name (block capitals)** | **MARGARET YARR** |
| **Date** | **April 2018** |
| **Extension number** | **4727** |

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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Teaching Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:** | Marketing and SalesRichmond Building |
| **Position Reference No:** | ZZ004244 |
| **Cost Centre:** | 40100 |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | April 2018 |

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| --- |
| **Context of Job:**  |
| To lead learning and teaching in the Marketing and Sales curriculum by undertaking teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| To work with colleagues and act as Unit Co-ordinator (or equivalent) contributing to the delivery and design of undergraduate and postgraduate programmes responding to students needs as member of a teaching team. Participate in teaching and scholarship in accordance with the Marketing and Sales Subject group/Faculty objectives.To actively seek to engage with the student experience, and enhance student employability and enterprise opportunities.  |

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| **Key Responsibilities:** |
| 1. Undertake academic course-related administrative tasks, e.g., Level Tutor, including attendance at Examination Boards, as appropriate.
2. Take part in marketing activities including preview/open days, admissions and recruitment.
3. Act a personal tutor to students to provide first line support when required.
4. Act as a mentor to colleagues within the department
5. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards).
6. Contribute to the operational planning and development of the School, including project work
7. Take part in planning and preparation for external quality assessment.
8. Design, deliver, review and update units as Unit Co-ordinator within subject area for undergraduate and postgraduate courses. Co-ordination of teaching team (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards.
9. Contribute as a member of the teaching team on units for which the post holder is not the unit co-ordinator.
10. Development of the curriculum, including proposing new units and active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active scholarship.
11. Undertake undergraduate and postgraduate dissertation supervision in common with the rest of the teaching team and where appropriate, supervise students’ projects, fieldwork and placements. Take part in relevant aspects of the student support and assessment processes.

**Additional expectations of the role holder**1. In line with Subject Group aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to own unit(s)
2. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal networks
3. To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Subject Group
4. Apply due care and diligence with regards to health and safety for self and others
5. Any other duties as required by the Head of Subject Group
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leader Unit CoordinatorsCourse TeamHead of Subject groupDeanAssociate DeansFaculty Learning and Teaching CoordinatorFaculty Widening Participation Coordinator School Administration TeamUniversity LibraryAcademic RegistryFaculty support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in Marketing and Sales discipline  | E | AF, S |
|  | Some knowledge and understanding of the use of E-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | HE Teaching Experience | D | AF,S |
|  | Experience of academic administration  | E | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent oral, written and IT skills | E | AF,S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Ability to carry out course administration and course management duties | E | AF, S |
|  | Ability to motivate students | E | AF, S |
|  | Mentoring and Counselling Skills | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Graduate with Postgraduate qualifications in a relevant subject area | E | AF |
|  | Relevant professional qualification | D | AF |
|  | HE Teaching Qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to teach in the evening | E | AF, S |
|  | Prepared to travel and accompany students on educational visits | 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)

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 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
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