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**Faculty of Science & Health**

**School of Health & Care Professions**

**Teaching Fellow or Senior Teaching Fellow in Physician Associate Studies**

**ZZ005089**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range from £35,845 - £39,152 per annum – Teaching Fellow or £40,322 - £49,553 per annum – Senior Teaching Fellowand 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.

You will be expected to have commenced and be working towards the relevant Descriptor level of the UK Professional Standards Framework for teaching and supporting learning in higher education during your probationary year. If you are the successful candidate, the Department of Curriculum and Quality Enhancement will be in touch once you start work with further details about this development programme.

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](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines/filetodownload%2C91621%2Cen.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.

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.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information 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:** | Teaching Fellow in Physician Associate Studies |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:****Location:** | School of Health and Care Professions |
| **Position Reference No:** |  ZZ005089 |
| **Responsible to:** | Head of School |
| **Responsible for:** | None |
| **Effective date of job description:** | May 2021 |

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| **Context of Job:**  |
| The School of Health and Care Professions is committed to developing students and staff to continually learn and develop to realise their ambition and potential, in order to create world leading health and social care. We do this by developing our students to work interprofessionally, using our world leading expertise and outstanding centres of simulation and technology enhanced learning to educate and develop the global health and social care workforce. Our teaching profile exists alongside leading health and social care innovation and research that impacts on international and individual health and social care needs. The School is an open, ambitious and collegiate environment, where staff are supported to maintain pioneering roles in their academic and clinical fields, to inform and influence research, innovation and its impact on global health and social care. |

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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 postgraduate programmes responding to students needs as a member of the teaching team. Participate in teaching and scholarship in accordance with the School/Faculty objectives.To actively seek to enhance the student experience and student employability and enterprise opportunities. To support the school in its marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| 1. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example clinical and evidence based medicine and contribute to the preparation, delivery and assessment of taught UG and PG modules.
2. Contribute to continuing development of the curriculum, including proposing new modules and active participation at subject group meetings.
3. Ensure teaching material, methods and approaches are current through scholarly activity or professional practice and personal development
4. Manage delivery of own teaching, scholarly and administrative activities with guidance where required
5. Supervise students’ projects, fieldwork and placements.
6. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards)
7. Participate in internal networks for exchange of information and collaboration with colleagues, attending and contributing to subject group meetings for the benefit of education at the University of Portsmouth
8. Act as a personal tutor to students to provide first line support and acting as a mentor when required.
9. Take part in marketing activities including preview/open days, outreach, admissions and recruitment.

**Additional expectations of the role holder**1. In line with School/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload in line with the goals agreed with their line manager
2. Collaborate collegiately with academic colleagues
3. To communicate with team members and have involvement in planning teams, being a member of working parties and participating in internal networks
4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of School/Faculty
5. Apply due care and diligence with regards to health and safety for self and others
6. Deliver material outside of their immediate area of expertise, but within their broad subject area
7. Any other duties as required by the Head of School.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course/Programme leaders Unit CoordinatorsCourse Team / Academic colleaguesHead of School, Associate HeadsDean, Associate Deans | School Administration Team, School Technical TeamDSAAFaculty support staff |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in a relevant field of Physician Associate Studies/Medicine | E | AF, S |
|  | Knowledge and understanding of the use of E-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Relevant teaching experience with indicators of success | E | AF,S |
|  | Experience of academic administration  | D | AF, S |
|  | Practitioner experience in public or related sector | D | AF, S |
|  | Teaching experience at HE level | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date teaching skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to carry out administration and course management duties | D | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Mentoring or coaching Skills | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | HE Teaching Qualification (or equivalent achievement indicators) | D | AF |
|  | Relevant professional qualification  | E | AF |
|  | Member of a relevant professional body  | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Willing to work as part of a team | E | AF, S |
|  | Willingness to engage with staff development to obtain a HE teaching qualification | E | AF, S |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary accompany students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | D | AF, S |

**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%2C164407%2Cen.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**
 | √ | **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 JASON OAKLEY |
| Date | 10th May 2021 |
| Extension number | 2893 |

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 in Physician Associate Studies |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:****Location:** | School of Health and Care Professions |
| **Position Reference No:** | ZZ005089 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2021 |

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| --- |
| **Context of Job:**  |
| The School of Health and Care Professions is committed to developing students and staff to continually learn and develop to realise their ambition and potential, in order to create world leading health and social care. We do this by developing our students to work interprofessionally, using our world leading expertise and outstanding centres of simulation and technology enhanced learning to educate and develop the global health and social care workforce. Our teaching profile exists alongside leading health and social care innovation and research that impacts on international and individual health and social care needs. The School is an open, ambitious and collegiate environment, where staff are supported to maintain pioneering roles in their academic and clinical fields, to inform and influence research, innovation and its impact on global health and social care. |

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| **Purpose of Job:** |
| To work with colleagues and act as Module Co-ordinator (or equivalent) contributing to the delivery and design of undergraduate and postgraduate programmes responding to students needs as a member of the teaching team. Participate in and initiate teaching and scholarship in accordance with the School/Faculty objectives.To actively seek to engage with the student experience, and enhance student employability and enterprise opportunities. To support the school in its marketing, outreach and widening participation activities.To actively seek to enhance the student experience and student employability and enterprise opportunities. To lead in a key area/s of the school function (e.g. as a course leader or equivalent teaching related administrative role) |
| **Key Responsibilities:** |
| 1. Design, deliver, review and update modules as Module Co-ordinator in, for example clinical and evidence based medicine for undergraduate and postgraduate courses. Co-ordination of teaching teams (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards.
2. Develop teaching materials, methods and approaches to teaching relating to taught modules in, for example clinical and evidence based medicine and contribute to the preparation, delivery and assessment of taught modules
3. Ensure teaching material, methods and approaches are current through scholarship or professional practice and personal development
4. Contribute to and where appropriate lead continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. Ensure teaching material, methods and approaches are current through active research/innovation
5. Manage delivery of own and others (where appropriate) teaching and teaching related administrative activities with guidance where required
6. Supervise students’ projects, fieldwork and placements.
7. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards)
8. Participate in internal and external networks for exchange of information and collaboration with colleagues for the benefit of education at the University of Portsmouth
9. Act as personal tutor to students to provide first line support and acting as a mentor when required.
10. Take part in marketing activities including preview/open days, outreach, admissions and recruitment.
11. Act as a teaching mentor to colleagues within the department
12. Contribute to the operational planning and development of the School, including via teaching related project work or administrative roles
13. Take part in planning and preparation for external teaching and student experience quality assessment.

**Additional expectations of the role holder**1. In line with School/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to own module(s), as agreed with their line manager
2. Collaborate collegiately with academic colleagues
3. To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal and networks
4. To attend team meetings when required providing relevant and timely information, in order to aid decision making of School /Faculty
5. Apply due care and diligence with regards to health and safety for self and others
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1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in a relevant field of Physician Associate Studies/ Medicine | E | AF, S |
|  | Knowledge and understanding of the use of e-learning and/or a willingness to undertake training in this area. | E | AF, S |
|  | Relevant HE Teaching Experience with indicators of success and evidence of potential to lead modules | E | 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 and up to date teaching skills | E | AF,S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Excellent oral and written communication skills | E | AF,S |
|  | Excellent IT skills | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Ability to carry out administration and course management duties | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Mentoring or coaching skills | E | AF, S |
|  | Potential to lead teaching or student experience related projects or tasks | D | AF, S |
| **3.**  | **Qualifications, Education & Training** |  |  |
|  | Postgraduate level qualification in a relevant subject area (or equivalent experience and achievement demonstrating required level of knowledge to teach UG and PG level students) | E | AF |
|  | HE Teaching Qualification (or equivalent achievement indicators) | E | AF |
|  | Relevant professional qualification or senior practitioner experience | E  | AF |
|  | Member of a relevant professional body  | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Committed to Education and teaching | E | AF, S |
|  | Student-centred | E | AF, S |
|  | Prepared to work in the evening and weekends as equitably allocated across staff and where necessary | E | AF, S |
|  | Prepared to travel and where necessary lead students on educational visits | E | AF, S |
|  | Evidence of established networks related to role | E | AF, S |

**Legend**

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| **Name (block capitals)** | DR JASON OAKLEY |
| **Date** | 10th May 2021 |
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