****

**Faculty of Science**

**School of Pharmacy and Biomedical Sciences**

**Clinical Teaching Fellow or Senior Clinical Teaching Fellow in Biomedical Science (Clinical Histology)**

**ZZ004465**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range from Clinical Teaching Fellow £34,520 to £37,706 per annum or Senior Clinical 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.

**Part-time appointments**

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. If you work less than 1 fte your annual leave entitlement will be calculated 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.

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/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.

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 complete.

All applications must be submitted by Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Clinical Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Pharmacy & Biomedical Science  St Michael’s Building |
| **Position Reference No:** | ZZ004465 |
| **Cost Centre:** | 44056 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2018 |

|  |
| --- |
| **Purpose of Job:** |
| The person appointed will be responsible to the Head of School in the School of Pharmacy & Biomedical Sciences and will act as a team member to participate in teaching and scholarship in accordance with the School/Faculty objectives.  More specifically the appointee will be expected to undertake teaching and clinical teaching in relevant areas of Biomedical Science, with a particular emphasis on clinical Histology and including professional practice. To help develop the range of clinical and industrial placements on the Biomedical Science sandwich programme and to liaise with relevant External Bodies to develop new pathways for the Biomedical Science profession. |

|  |
| --- |
| **Key Responsibilities:** |
| Duties may include:   * To design, deliver, review and update teaching within the subject area, with emphasis on histology, for undergraduate and postgraduate courses. Whereas the primary teaching duties of the post-holder are likely to be in relation to histology and basic academic skills, it is expected that (s)he will have the capability to contribute to other teaching areas as needed and support the provision of the MPharm, BSc (Hons) Pharmacology and MSc Medical Biotechnology courses in the School. * To develop the range of clinical and industrial placements on the Biomedical Sciences sandwich programme, undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative. * Development of the curriculum to include propositioning of new units, liaising with relevant external stakeholders to develop new pathways/short courses for the Biomedical Sciences profession. * Management of units, contribution as a member of the teaching team on units for which the post holder is not the unit co-ordinator, setting and marking assessments, ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate). * To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events. * To propose and supervise undergraduate and postgraduate projects and similar independent learning activities in Biomedical Science, but with an emphasis on histology. * Participate in the development and delivery of Preview and Open Days and similar presentations aimed at promotion of the School and student recruitment. * Ensure teaching material is current through active scholarship. * Act as a Personal Tutor to undergraduate and postgraduate students. * Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs. * Undertake, if required, the University’s Postgraduate Certificate in Education (HE).   Additional Responsibilities:   * To communicate with team members and liaise and network with relevant others, to ensure effective working relations. * To solve problems that occur applying knowledge of subject area. * Provide information, appropriate to the role, to relevant stakeholders. * To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the Department/Faculty/University aims. * To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others.  Report all accidents, near misses and unsafe circumstances to line management. * To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. * Any other duties commensurate with grade as required by your line manager. |

|  |
| --- |
| **Working Relationships:** |
| Head of School of Pharmacy & Biomedical Sciences  Associate Heads (Research, Innovation and Impact, Education)  Division Leader  Course Leader(s)  Course Team  School Manager and course administration team  Technical manager and technical support team  Technology Enhanced Learning Lead  Faculty Placements Manager |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and professional experience in diagnostic Histology and Biomedical Science Professional Practice at a level commensurate with a Senior Clinical Teaching Fellow appointment. | E | AF, S |
|  | Experience of teaching/mentoring and/or training at undergraduate and/or postgraduate degree level | E | AF, S |
|  | Experience in the co-ordination/management of placement learning/training activities. | D | AF, S |
|  | Experience in the development of Biomedical Science programmes and/or short courses | D | AF, S |
|  | Understanding of the role of the IBMS, HCPC, Health Education England, National School for Healthcare Science. | E | AF, S |
|  | Knowledge of diverse learning and teaching methods and experience in the development of new approaches to pathology focused pedagogies. | D | AF, S |
|  | Understanding of HEI and Quality Assurance Agency processes | D | AF,S |
|  | Experience in the pastoral care of students. | D | AF, S |
|  | Experience of teaching within UK HE. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Laboratory and classroom based teaching ability | E | AF, S |
|  | Excellent IT, written & oral communication skills including writing of scientific/professional reports. | E | AF,S |
|  | Ability to organise your own time and manage own work load | E | AF,S |
|  | Good organisational skills. | E | AF, S |
|  | Good interpersonal skills, including well-developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work collegially and as part of a team | E | AF, S |
|  | Ability to use technology including the VLE for teaching and assessment purposes or a willingness to undertake training. | D | AF, S |
|  | Ability to identify own developmental needs | E | AF, S |
|  | Short, medium and long term project management skills | D | AF, S |
|  | Ability to supervise student dissertations and projects | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in a relevant subject area. | E | AF |
|  | A postgraduate award in a relevant subject (or equivalent) | D | AF |
|  | Current professional registration/accreditation e.g. IBMS, HCPC | E | AF |
|  | HEA fellowship or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate self and students. | E | AF, S |
|  | Capable of upholding the highest professional standards, with a desire to succeed. | E | AF, S |
|  | A collegiate approach with others in support of student learning and pastoral care within the School. | E | AF, S |
|  | A commitment to innovation, evaluation and research in teaching, learning and assessment methods. | E | AF, S |
|  | A commitment to diversity in teaching, research and innovation activities. | E | AF, S |
|  | A flexible approach to staff development | 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**

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

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Signed** | S Ahmed |
| **Name (block capitals)** | Prof Sabbir Ahmed |
| **Date** | January 2018 |
| **Extension number** | 3594 |

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 Clinical Teaching Fellow |
| **Grade:** | 8 |
| **Faculty/Centre:** | Science |
| **Department/Service:**  **Location:** | School of Pharmacy & Biomedical Science  St Michael’s Building |
| **Position Reference No:** | ZZ004465 |
| **Cost Centre:** | 44056 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | March 2018 |

|  |
| --- |
| **Purpose of Job:** |
| The person appointed will be responsible to the Head of School in the School of Pharmacy & Biomedical Sciences and will act as a team member to participate in teaching and scholarship in accordance with the School/Faculty objectives.  More specifically the appointee will be expected to undertake clinical and non-clinical teaching in relevant areas of Biomedical Science, with an emphasis on Histology and including professional practice. To help develop the range of clinical and industrial placements on the Biomedical Science sandwich programme and to liaise with relevant external stakeholders to develop new pathways for the Biomedical Science profession. |

|  |
| --- |
| **Key Responsibilities:** |
| Duties may include:   * To design, deliver, review and update teaching within the subject area, with emphasis on histology, for undergraduate and postgraduate courses. Whereas the primary teaching duties of the post-holder are likely to be in relation to histology and basic academic skills, it is expected that (s)he will have the capability to contribute to other teaching areas as needed and support the provision of the MPharm, BSc (Hons) Pharmacology and MSc Medical Biotechnology courses in the School. * To develop the range of clinical and industrial placements on the Biomedical Sciences sandwich programme, undertake placement visits to undergraduate students (where appropriate) and resolve any problems identified by student or employer’s representative. * Development of the curriculum to include propositioning of new units, liaising with relevant external bodies to develop new pathways/short courses for the Biomedical Sciences profession. * Management of units, contribution as a member of the teaching team on units for which the post holder is not the unit co-ordinator, setting and marking assessments, ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate). * To attend Boards of Examiners, Boards of Studies, Staff meetings and CPD events. * To propose and supervise undergraduate and postgraduate projects and similar independent learning activities in Biomedical Science, but with an emphasis on histology. * Participate in the development and delivery of Preview and Open Days and similar presentations aimed at the promotion of the School and student recruitment. * Ensure teaching material is current through active scholarship. * Act as a Personal Tutor to undergraduate and postgraduate students. * Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs. * Undertake, if required, the University’s Postgraduate Certificate in Education (HE).   Additional Responsibilities:   1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 2. To solve problems that occur applying knowledge of subject area. 3. Provide information, appropriate to the role, to relevant stakeholders. 4. To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the Department/Faculty/University aims. 5. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others.  Report all accidents, near misses and unsafe circumstances to line management. 6. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 7. Any other duties commensurate with grade as required by your line manager. |

|  |
| --- |
| **Working Relationships:** |
| Head of School of Pharmacy and Biomedical Sciences  Associate Heads (Research, Innovation and Impact, Education)  Division Leader  Course Leader(s)  Course Team  School Manager and course administration team  Technical manager and technical support team  Technology Enhanced Learning Lead  Faculty Placements Manager |

**2. PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and professional experience in diagnostic Histology and Biomedical Science Professional Practice at a level commensurate with a Senior Clinical Teaching Fellow appointment. | E | AF, S |
|  | Experience of teaching/mentoring and/or training at undergraduate and/or postgraduate degree level | E | AF, S |
|  | Experience in the co-ordination/management of placement learning/training activities. | D | AF, S |
|  | Experience in the development of Biomedical Science programmes and/or short courses | D | AF, S |
|  | Understanding of the role of the IBMS, HCPC, Health Education England, National School for Healthcare Science. | E | AF, S |
|  | Knowledge of diverse learning and teaching methods and experience in the development of new approaches to pathology focused pedagogies. | E | AF, S |
|  | Understanding of HEI and Quality Assurance Agency processes | D | AF,S |
|  | Experience in the pastoral care of students. | D | AF, S |
|  | Experience of teaching within UK HE. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Laboratory and classroom based teaching ability | E | AF, S |
|  | Excellent IT, written & oral communication skills including writing of scientific/professional reports. | E | AF,S |
|  | Ability to organise your own time and manage own work load | E | AF,S |
|  | Good organisational skills. | E | AF, S |
|  | Good interpersonal skills, including well-developed communication skills | E | AF, S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work collegially and as part of a team | E | AF, S |
|  | Ability to use technology including the VLE for teaching and assessment purposes or a willingness to undertake training. | E | AF, S |
|  | Ability to identify own developmental needs | E | AF, S |
|  | Short, medium and long term project management skills | D | AF, S |
|  | Ability to supervise student dissertations and projects | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | First Degree in a relevant subject area. | E | AF |
|  | A postgraduate award in a relevant subject (or equivalent) | E | AF |
|  | Current professional registration/accreditation e.g. IBMS, HCPC | E | AF |
|  | HEA fellowship or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Enthusiasm for subject and ability to motivate self and students. | E | AF,S |
|  | Capable of upholding the highest professional standards, with a desire to succeed. | E | AF,S |
|  | A collegiate approach with others in support of student learning and pastoral care within the School. | E | AF,S |
|  | A commitment to innovation, evaluation and research in teaching, learning and assessment methods. | E | AF, S, P |
|  | A commitment to diversity in teaching, research and innovation activities. | E | AF, S, P |
|  | A flexible approach to staff development | 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**

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

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Signed** | S Ahmed |
| **Name (block capitals)** | Prof Sabbir Ahmed |
| **Date** | March 2018 |
| **Extension number** | 3594 |

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.