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**Faculty of Humanities & Social Sciences**

**School of Criminology & Criminal Justice**

**Teaching Fellow in Psychology & Offending Behaviour**

**ZZ005513-1**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Part time

Fixed term

Salary is in the range £18,737 - £20,465 (£37,474 - £40,931 x 0.5 FTE) 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. 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.

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.

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.

For information on how to find our campus and the navigation of buildings (including accessibility), please see <https://www.accessable.co.uk/university-of-portsmouth> (click on the Access Guides tab at the top of the page, and then click on "view all access guides".



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Teaching Fellow in Psychology and Offending Behaviour |
| **Grade:** | 7 |
| **Faculty/Centre:** | Humanities and Social Sciences |
| **Department/Service:**  **Location:** | School of Criminology and Criminal Justice Studies  St. George’s Building |
| **Position Reference No:** | ZZ005513 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2022 |

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| **Purpose of Job:** |
| To support learning, teaching and assessment in the psychology elements of the undergraduate criminology curriculum. To undertake module coordination, teaching (seminars, workshops and lectures), to supervise dissertation tutees, and undertake personal tutoring. To contribute to curriculum development where appropriate. |

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| **Key Responsibilities:** |
| The appointee will:  To work with other key staff in the school in the development and delivery of Modules for campus-based and distance-learning undergraduate degrees in the psychology and criminology/criminal justice subject area.  To develop, and/or contribute to, Short Courses in the psychology and criminology / criminal justice subject area.  Work in partnership with relevant bodies to secure professional accreditations for Modules and Short Courses as appropriate.  Contribute as a member of the teaching team to the delivery, authorship and review of existing modules within the psychology and criminology/criminal justice subject area in undergraduate and postgraduate courses, including any associated marking and verification of assessments.  Undertake appropriate Course Leadership and/or other academic leadership responsibilities pertinent to role and subject expertise.  Supervise undergraduate, postgraduate, and doctoral students in subject area.  Undertake academic course-related academic leadership tasks appropriate to grade, including preparation and attendance at Examination Boards, etc.  Contribute to student recruitment activities and act as a Personal Tutor to undergraduate and postgraduate students.  Ensure teaching material (including eLearning materials) are current through active scholarship.  To engage with Innovation and/or Knowledge Exchange (including income generation) activities, either on own initiative or as part of a team.  To undertake such other duties as may reasonably be required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Course and Module Teams  Course Leader(s)  Deputy Course Leader(s)  Programme Area Leader(s)  St George’s MyPort Hub  FHSS Online Course Developer Team and Forensic Technician Team as appropriate  Lead on Innovation  Lead on Employment/Employability  Associate Heads (Academic, Students, Research, Academic Delivery, Global Engagement)  Director of Professional Education Programmes  Head of School |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Thorough grounding in psychology and offending behaviour | E | AF, S |
|  | Specific knowledge of one or more of the following:  Discrimination and criminal justice, mental health/psychology and criminal justice, research skills/methodologies. | D | AF, S |
|  | Understanding and experience of the use of eLearning | E | AF, S |
|  | Experience of teaching in Higher Education | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication and interpersonal skills, particularly in their application in delivering teaching that will inspire students to learn | E | AF, S |
|  | Good organisational skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Excellent ICT skills | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | Good first degree in a relevant subject | E | AF |
|  | Master’s degree in a relevant subject | E | AF |
|  | Relevant Doctoral qualification | D | AF |
|  | Fellowship of AdvanceHE or an equivalent teaching qualification | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to innovations in teaching and learning | E | AF, S |
|  | Commitment to scholarship in subject area | E | AF, S |
|  | Willingness to undertake academic administration | E | AF, S |
|  | Willingness to undertake Innovation activities and Knowledge Exchange | E | AF, S |
|  | Commitment to support the achievement of the school Mission | E | 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,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)  X  Some out of hours working at marketing events. | |

**Line Manager/Supervisor to sign below:**

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| **Name** | Dr Paul Norman, Head of School |
| **Date** | June 2022 |
| **Tel number** | 023 9284 3459 |

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.