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**Faculty of Creative & Cultural Industries**

**School of Architecture**

**Senior Lecturer in Interior & Architecture Design**

**ZZ007983**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Part time

Permanent

Salary is in the range £25,293 - £31,083 (£42,155 – £51,805 x 0.6 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:** | Senior Lecturer in Interior Architecture and Design  |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Creative and Cultural Industries |
| **Department/Service:****Location:** | School of ArchitectureEldon Building |
| **Position Reference No:** | ZZ007983 |
| **Responsible to:** | Head of School |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2022 |

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| **Purpose of Job:**  |
| The post holder will be responsible for contributing to design studios and other modules, taking on module coordination as appropriate. The post holder will have experience and knowledge relevant to the curriculum of our courses, in Interior Architecture and Design, and Architecture (including our Degree Apprenticeships). The post holder will contribute to the development of teaching, learning, research and knowledge exchange, in accordance with the School/Faculty/University objectives and engaging with colleagues and students through the School’s focus on pressing matters of societal, environmental, ethical and aesthetic concerns. The post holder may, besides delivering lectures, seminars, and tutoring 'in person', need to use online teaching and learning tool |

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| **Key Responsibilities may include:** |
| * Coordinate and deliver teaching material, using appropriate teaching, learning support and assessment methods.
* Provide module leadership and contribute to the programmes within the School, including design studio teaching.
* Where needed, supervise student projects, field trips and, where appropriate, site visits.
* Contribute to the planning, design and development of course objectives and material.
* Set, mark and assess coursework and/or examinations and provide formative and summative feedback to students.
* Co-ordinate with others to ensure modules are delivered to the highest standards.
* Set and mark assessments; ensuring the verification of marks by other tutors, (where appropriate); and attending relevant assessment boards if necessary.
* Contribute to continuing development of the curriculum.
* Supervise dissertations.
* Manage own teaching and administrative activities, with guidance where required.
* Act as personal tutor to students to provide first line support and acting as a mentor when required.
* Develop School/joint research objectives and/or research and innovation proposals where appropriate
* Contribute to Open Day activities, making presentations aimed at student recruitment as required.
* Engage in course collaborations and franchise arrangements with other institutions.
* Undertake if required the University’s APEX programme for HEA recognition
* Any other appropriate duties as required by the Head of School.
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| **Working Relationships:** |
| Year and Module CoordinatorsCourse LeadersHead of DepartmentOther staff and students within the School, Faculty and University |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A broad understanding of, and passion for interior architecture, architecture and spatial design more broadly | E | AF, S |
|  | Interest and experience in the teaching of the subject area, with a focus on professional practice.  | E | AF |
|  | Experience of teaching in studio | E | AF, S |
|  | Experience in the design and development of HE modules | D | AF, S |
|  | Experience delivering personal tutoring at undergraduate and/or postgraduate level | D | AF, S |
|  | Experience in supervising final year undergraduate and/or postgraduate student dissertations | D | AF, S |
|  | Experience of professional practice of Interior Design and/or Architecture in the UK  | E | AF, S |
|  | Knowledge of ARB/RIBA professional and education criteria | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to work both independently and as part of a team to deliver and assess undergraduate and postgraduate teaching modules | E | AF, S |
|  | Skills in the use of appropriate equipment and IT | E | AF, S |
|  | Excellent verbal and written communication skills, presentation skills | E | AF, S |
|  | Demonstrable commitment to supporting students to achieve through effective teaching, motivation and communication skills | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, and course management | E | AF, S |
|  | Teaching experience at HE level | E | AF |
|  | Curriculum development and/or module management experience | D | AF, S |
|  | An ability to motivate students. | E | AF, S |
|  | Potential to act as a Studio Teacher | E | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | First degree in Interior Architecture/Design or Architecture | E | AF |
|  | Masters Degree or equivalent in a relevant subject | D | AF |
|  | PhD | D | AF |
|  | Professional Registration in Architecture (ARB) | D | AF |
|  | Pg Cert TLHE or equivalent | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | An ability and willingness to contribute to the ethos cooperation and teamwork in the School | E | S |
|  | A critical understanding and sympathy for the ethics of the pedagogy | E | S |
|  | An ability and willingness to engage with off-site students as apprentices, and to undertake travel for field trips | E | S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare | E | AF, S |
|  | Preparedness to deliver teaching outside the normal working week and/or in locations outside the UK | 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork  | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | x | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc)  |  | 20. Small print/colour coding |  |
| 9. 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)** | PAULA CRAFT-PEGG |
| **Date** | 02/11/2022 |
| **Extension number** | 2086 |

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.