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**Faculty of Business and Law**

**Portsmouth Law School**

**Supervising Solicitor Teaching Fellow**

**ZZ005977**

**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 £21,507 - £23,491 (£35,845 - £39,152 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, 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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Supervising Solicitor Teaching Fellow |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | Portsmouth Law School |
| **Position Reference No:** | ZZ005977 |
| **Grade** | 7 |
| **Responsible to:** | Head of the Portsmouth Law School |
| **Responsible for:** | Learning, Teaching and Student Support |
| **Effective date of job description:** | May 2019 |

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| **Purpose of Job:** |
| To support learning and teaching in the Portsmouth Law School by acting as professional supervisor in the student led clinic and by contributing to the delivery of undergraduate and postgraduate practice and experiential modules and courses. To contribute to the design, delivery and administration of assessment and undertake administrative duties as appropriate. To contribute to the delivery of core and specialist modules in UK Law at both undergraduate and postgraduate levels. |

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| **Key Responsibilities:** |
| To act as professional supervisor in the student led clinic providing feedback and guidance on all aspects of interviewing and advising clients and to maintain practicing certificate and currency of the relevant professional codes including risk assessment and insurance requirements.  Contribute to the delivery of core and specialist modules in UK Law at both undergraduate and postgraduate levels.  Develop maintain and deliver learning support and carry out assessment and assessment artefact administration for taught modules.  Contribute as a member of the teaching team to the review of modules within the subject area for undergraduate and postgraduate courses.  Ensure that legal knowledge is current through active scholarship, and that the clinics are run in accordance with professional and good pedagogic practice.  Contribute to continuing development of the curriculum, including proposing new modules and active participation at Portsmouth Law School meetings.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.  Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.  Undertake placement visits to undergraduate students and resolve any problems identified by student or employer’s representative.  Contribute to student recruitment activities.  Ensure teaching material is current through active scholarship.  Act as a Personal Tutor to undergraduate and postgraduate students.  Take part in relevant aspects of the student support and assessment processes.  Any other appropriate duties as required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of Portsmouth Law School  Associate Head  Course Leaders  Course and Module Teams |

1. **PERSON SPECIFICATION – TEACHING FELLOW**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in UK Law. | E | AF, S |
|  | Practical expertise in either litigation or conveyancing. | E | AF, S |
|  | Current or recent experience of teaching and assessment in FE or HE in the areas of UK Law. | 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** |  |  |
|  | Ability to make supervise students in clinic setting and to make a contribution to the teaching of CILEx modules and courses, and at least one other taught law module. | E | AF, S |
|  | Skills in the use of appropriate IT. | E | AF, S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students. | E | AF, S |
|  | Excellent presentation skills. | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching and course management activities. | E | AF, S |
|  | Ability to apply, mark and administer assessments in UK HE environment. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A good first degree in UK Law or equivalent of a UK Law degree. | E | AF |
|  | A relevant professional or postgraduate qualification. | E | AF |
|  | Current practicing certificate and three years continuous post-qualification experience as a qualified solicitor | E | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body, e.g. SRA, BSB etc. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Sympathetic and supportive approach to motivation of students and encouraging learning. | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities. | E | AF, S |
|  | Flexible in working patterns. | 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) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Caroline Strevens |
| **Date** | 16.10.19 |
| **Extension number** | 4240 |

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.