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**Faculty of Science & Health**

**Department of Psychology**

**Teaching Fellow or Senior Teaching Fellow in Clinical Psychology**

**ZZ007568**

**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 Teaching Fellow £18,191 – £19,869.50 (£36,382 - £39,739 x 0.5 fte) per annum. Senior Teaching Fellow £20,463.50 - £25,148 (£40,927 - £50,296 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 (Clinical Psychology) |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:****Location:** | Psychology, King Henry Building |
| **Position Reference No:** | ZZ007568 |
| **Cost Centre:** | 44068 |
| **Responsible to:** | Head of Psychology |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2022 |

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| **Context of Job** |
| You will contribute to the design, delivery and management of undergraduate and/or postgraduate modules in the Department of Psychology and the administrative functions of the Department as directed by the Head. We are seeking a highly motivated and collegial individual who can deliver high quality engaging teaching and supervision on our undergraduate and postgraduate psychology degrees. |

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| **Purpose of Job:** |
| To work with colleagues and act as a team member contributing to the delivery and design of undergraduate and/or postgraduate programmes and responding to students needs as member of teaching teams. To participate in teaching and scholarship in accordance with the Department/Faculty objectives.To actively seek to enhance the student experience and student employability and enterprise opportunities. To contribute to day-to-day running and administrative activities in the Department which may include 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 your appointed discipline (Clinical Psychology) and contribute to the preparation, delivery and assessment of taught UG and/or PG modules.
2. Contribute to continuing development of the curriculum, including proposing new modules and active participation at subject group meetings.
3. Ensure teaching materials, 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 where appropriate.
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 act as a mentor to students when required.
9. Take part in marketing activities including applicant/open days, outreach, admissions and recruitment when required.
10. Develop an area of personal pedagogic research in line with the strategic aims of the Department, independently and/or in collaboration with others as part of a larger research team.

**Additional expectations of the role holder**1. In line with Department/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. Attend team meetings when required providing relevant and timely information, in order to aid decision making of Department/Faculty.
5. Apply due care and diligence with regard to health and safety for self and others.
6. Deliver material outside of immediate area of expertise, but within broad subject area.
7. Participate in, and contribute to, a performance and development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims.
8. 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.
9. Any other duties as required by the Head of Department
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course Leaders Module CoordinatorsCourse Team / Academic colleaguesHead of Department, Associate HeadsDean, Associate DeansDepartmental Administration Team, Departmental Technical TeamDSAAFaculty support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Current knowledge and experience in Clinical Psychology | 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 |
|  | Recent experience of personal tutoring and supervision of students’ research projects | D | AF, S |
|  | Experience of academic administration  | D | AF, S |
|  | Practitioner experience in public or private 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 motivate and support students | E | AF, S |
|  | Ability to carry out administration and course management duties | D | AF, S |
|  | Mentoring or coaching skills | D | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | Postgraduate qualification (in relevant subject area) or equivalent experience | E | AF |
|  | Doctorate level qualification in a relevant subject area (or equivalent experience and achievement) | D | AF |
|  | HE teaching qualification (or equivalent achievement indicators) | D | AF |
|  | Relevant professional qualification | 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
 | xX | 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)** |  Dr Lucy Akehurst |
| **Date** | May 2022 |
| **Extension number** |  6337 |

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 Clinical Psychology  |
| **Grade** | 8  |
| **Faculty/Centre:** | Science and Health |
| **Department/Service:****Location:** | Psychology,King Henry Building |
| **Position Reference No** | ZZ007568 |
| **Responsible to:** | Head of Psychology |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2022 |

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| --- |
| **Context of Job:** You will contribute to the design, delivery and management of undergraduate and/or postgraduate modules in the Department of Psychology, and the administrative functions of the Department as directed by the Head. We are seeking a highly motivated and collegial individual who can deliver high quality engaging teaching and supervision on our undergraduate and postgraduate psychology degrees. |

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| **Purpose of Job:** |
| To work with colleagues and act as a Module Coordinator (or equivalent) to contribute to the delivery and design of undergraduate and postgraduate programmes and to respond to students’ needs as a member of teaching teams.To lead in a key area/s of the Department’s function (e.g. as a course leader or equivalent administrative role).To participate and initiate teaching and scholarship in accordance with Department/Faculty objectives.To actively seek to engage and enhance the student experience and student employability and enterprise opportunities. To contribute to day to day running and administrative activities in the Department which may include marketing, outreach and widening participation activities.To lead in a key area/s of the department/school function (e.g. as a course leader or equivalent teaching related administrative role) |

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| **Key Responsibilities:** |
| 1. Design, deliver, review and update modules as Module Co-ordinator for undergraduate and postgraduate courses in your appointed discipline. Co-ordinate 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 and contribute to the preparation, delivery and assessment of taught UG and PG modules.
3. Contribute to, and where appropriate lead, continuing development of the curriculum, including proposing new modules and active participation at subject group meetings.
4. Ensure teaching materials, methods and approaches are current through scholarship or professional practice and personal development.
5. Manage delivery of own and others (where appropriate) teaching and administrative activities with guidance where required.
6. Supervise students’ projects, fieldwork and placements where appropriate.
7. Act as a personal tutor to students to provide first line support and act as a mentor when required.
8. Take part in relevant aspects of the student support and assessment processes (e.g. examination boards).
9. Participate in internal and external networks for exchange of information and collaboration with colleagues for the benefit of education at the University of Portsmouth.
10. Take part in marketing activities including preview/open days, outreach, admissions and recruitment.
11. Act as a mentor to colleagues within the department.
12. Develop an area of personal pedagogic research/innovation expertise (as demonstrated by successful applications for external income and acceptance of academic outputs or evidence of impact beyond academia) in line with the strategic aims of the Department, some of which will be as a Principal Investigator/Project lead.
13. Contribute to the operational planning and development of the Department, including via teaching related project work or administrative roles.
14. Take part in planning and preparation for external quality assessment e.g. TEF.

**Additional expectations of the role holder**1. In line with Department/Faculty aims and objectives, the role holder is required to plan, prioritise and organise their own workload commensurate with the goals agreed with their line manager.
2. Collaborate collegiately with academic colleagues.
3. Communicate with team members and get involved with planning teams, chairing working parties and leading/initiating internal and external networks.
4. Attend team meetings when required providing relevant and timely information, in order to aid the decision making of the Department/Faculty.
5. Apply due care and diligence with regard 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. 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.
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| **Working Relationships (key individuals the job holder would be working with):** |
| Course LeadersModule CoordinatorsCourse Team / Academic colleaguesHead of Department, Associate HeadsDean, Associate Deans | Departmental Administration TeamDepartmental Technical TeamDSAAFaculty support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Current knowledge and experience in Clinical Psychology | E | AF, S |
|  | Relevant teaching experience at HE level with indicators of success and evidence of potential to lead modules | 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 |
|  | Experience of academic administration  | E | AF, S  |
|  | Recent experience of personal tutoring and supervision of students’ research projects | D | AF, S |
|  | Research publications or evidence of impact related to the pedagogy of Psychology | D | AF, S |
|  | Understanding of UK HE system | D | AF, S  |
|  | Practitioner experience in public or private sector | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent and up to date teaching skills | E | AF, S |
|  | Excellent written and oral communication skills | E | AF, S  |
|  | Excellent IT skills | E | AF, S  |
|  | Ability to prioritise work and keep to deadlines | E | AF, S |
|  | Ability to work collegiately and effectively as part of a team | E | AF, S |
|  | Mentoring or coaching skills | E | AF, S |
|  | Ability to carry out administration and course management duties | E | AF, S |
|  | Ability to motivate and support students | E | AF, S |
|  | Ability to interact effectively with academic, support staff and students in area of expertise | E | AF, S |
|  | A focus on reflection and self-development | E | AF,S |
|  | Potential to lead teaching or student experience related projects or tasks | D | AF, S |
| **3.**  | **Education &/or 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 | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | A collegiate approach with others in support of student learning and pastoral care within the Department | E | AF, S |
|  | Committed to supporting student development via work and research placements | E | AF, S  |
|  | Committed to excellence in education and teaching | E | AF, S  |
|  | Committed to equality and diversity | E | AF, S |
|  | Evidence of established networks related to role | 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/lead students on education visits | E | AF, S |
|  | Commitment to continuing professional development | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (to include interview, test, presentation)

**JOB HAZARD IDENTIFICATION FORM**

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 |  | 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
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| 1. Noise > 80 DbA
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| 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)
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| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Soil/bio-aerosols |  |
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| 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:**

|  |  |
| --- | --- |
| **Name (block capitals)** |  DR LUCY AKEHURST |
| **Date** | May 2022 |
| **Extension number** |  6337 |

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