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**Faculty of Business and Law**

**Portsmouth Law School**

**Teaching Fellow or Senior Teaching Fellow in Law**

**ZZ005997**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from Teaching Fellow £35,845 - £39,152 per annum, Senior Teaching Fellow £40,332 - £49,553 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.

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/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 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Teaching Fellow in Law 1 year fixed term |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:**  **Location:** | Portsmouth Law School  Richmond Building |
| **Position Reference No:** | ZZ005997 |
| **Grade** | 7 |
| **Cost Centre:** | 40600 |
| **Responsible to:** | Head of the Portsmouth Law School |
| **Responsible for:** | n/a |
| **Effective date of job description:** | November 2019 |

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| **Purpose of Job:** |
| To support learning and teaching in the Portsmouth Law School by contributing to the delivery of undergraduate and postgraduate units and programmes. To contribute to the design, delivery and administration of assessment and undertake administrative duties as appropriate. |

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| **Key Responsibilities:** |
| Contribute to the delivery of core and specialist units 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 units.  Contribute as a member of the teaching team to the review of modules within the subject area for undergraduate and postgraduate courses.  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 Unit Teams |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Subject expertise in UK Law. | E | AF, S |
|  | Expertise in Employment Law and practice | D | AF, S |
|  | Current or recent experience of teaching and assessment in 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 a contribution to teaching dispute resolution and advocacy and to delivering programmes designed to develop and equip law students with vital professional skills. | E | AF, S |
|  | Ability to contribute to the teaching of at least one of the LLB Foundation of Legal Knowledge subjects | 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 |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body, e.g. SRA, BSB, ICSA, 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** | November 2019 |
| **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.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**1. JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Senior Teaching Fellow in Law – 1 year fixed term |
| **Grade:** | 8 |
| **Faculty/Centre:** | Faculty of Business and Law |
| **Department/Service:** | Portsmouth Law School  Richmond Building |
| **Position Reference No:** | ZZ005997 |
| **Cost Centre:** | 40600 |
| **Responsible to:** | Head of Portsmouth Law School |
| **Responsible for:** | n/a |
| **Effective date of job description:** | November 2019 |

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| **Context of Job:** |
| To lead learning and teaching in the curriculum by undertaking scholarship, teaching, tutorial and practical work supervision and the development of learning activities. To contribute to the design, delivery and administration of assessment. To undertake administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| To work with colleagues and act as Module Co-ordinator (or equivalent), contributing to the delivery and design of undergraduate and postgraduate programmes, responding to students needs as member of a teaching team.  Participate in teaching and scholarship in accordance with the School’s objectives.  To actively seek to engage with the student experience and enhance student employability. |

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| **Key Responsibilities:** |
| The post-holder will:  Contribute to the delivery and leadership of core and specialist modules at undergraduate and postgraduate levels.  Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.  Take part in marketing activities including preview/open days, admissions and recruitment.  Act as a personal tutor to students to provide first line support when required.  Act as a mentor to more junior colleagues.  Take part in relevant aspects of the student support and assessment processes (e.g. examination boards).  Contribute to the operational planning and development of the Portsmouth Law School and Faculty, including project work.  Take part in planning and preparation of external quality assessment.  Design, deliver, review and update modules and courses within the subject area for undergraduate and postgraduate courses. Co-ordination of teaching team (where appropriate); setting and marking assessments; ensuring the verification of marks by other tutors (where appropriate); and attending relevant assessment boards.  Contribute as a member of the teaching team on Modules for which the post-holder is not the Module co-ordinator.  Development of the curriculum, including proposing new modules and active participation at departmental meetings. Ensure teaching material, methods and approaches are current through active scholarship.  Undertake dissertation supervision in common with the rest of the teaching team and where appropriate, supervise students’ projects, fieldwork and placements. Take part in relevant aspects of the student support and assessment processes.  Undertake student placement visits and resolve any problems identified by the student or the employer.  **Additional expectations of the role holder**  In line with Portsmouth Law School aims and objectives, the role holder is required to plan, prioritise and organise their own workload and that of others contributing to own module(s)  To communicate with team members and have involvement in planning teams, chairing working parties and leading/initiating internal networks  To attend team meetings when required providing relevant and timely information, in order to aid decision making in the Portsmouth Law School  Apply due care and diligence with regards to health and safety for self and others  Any other duties as required by the Head of Portsmouth Law School |

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| **Working Relationships (key individuals the job holder would be working with):** |
| Head of Department Portsmouth Law School  Associate Head  Module Coordinators  Course Leaders  Academic staff  Technical & Administrative support staff |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking | E | AF, S |
|  | Expertise in Employment Law and practice | E | AF, S |
|  | Some knowledge and understanding of the use of e-learning and/or a willingness to undertake training. | E | AF, S |
|  | HE teaching experience | E | AF,S |
|  | Experience of academic administration | E | AF, S |
|  | Practitioner experience in the relevant professional field. | D | AF, S |
|  | Experience of curriculum development | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at least one of the LLB Foundation of Legal Knowledge subjects. | E | AF,S |
|  | Ability to make a contribution to teaching dispute resolution and advocacy and to delivering programmes designed to develop and equip law students with vital professional skills | E | AF,S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students. | E | AF,S |
|  | Excellent oral, written and IT skills | E | AF,S |
|  | Excellent presentation skills | E | AF, S |
|  | Ability to work as part of a team | E | AF, S |
|  | Ability to carry out course administration and course management duties | E | AF, S |
|  | Extensive teaching experience at University level across a range of subjects. | E | AF, S |
|  | Mentoring and counselling skills | D | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | A good first degree | E | AF |
|  | A relevant postgraduate degree or equivalent | E | AF |
|  | A doctoral qualification | D | AF |
|  | Relevant professional qualification | D | AF |
|  | HE teaching qualification or Fellowship of the HEA | D | AF |
|  | Membership of relevant professional body e.g. SRA, BSB, ICSA, etc. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative | E | AF, S |
|  | Committed to education and teaching | E | AF, S |
|  | Enthusiastic and student-centred | E | AF, S |
|  | A willingness to work flexibly and cooperatively with others, across departments and faculties. | E | AF, S |
|  | Flexible in working patterns, including willingness to participate in residential field work, evening and weekend teaching | E | AF, S |
|  | Recognition of the need to carry out personal and professional development activities | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable.

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

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| 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 |  |
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| 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) | |
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| **Name (block capitals)** | Caroline Strevens |
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