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**Faculty of Science**

**Dental Academy**

**Dental Care Professional Teaching Fellow (x 2 posts)**

**ZZ004420**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time and part-time

Permanent

Salary for the full-time post is in the range £34,520 - £37,706 per annum and for the part-time £27,616 - £30,164 (£34,520 - £37,706 x 0.80 fte) per annum and progress to the top of the scale is by annual increments payable on 1st 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.

**Part-time appointments**

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. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below).

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| Descriptor | HEA Fellowship  Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

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 Midnight (GMT) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Dental Care Professional Teaching Fellow |
| **Grade:** | 7 |
| **Faculty/Centre:** | Science  Dental Academy |
| **Department/Service:**  **Location:** | Dental Academy  William Beatty Building |
| **Position Reference No:** | ZZ6004420 |
| **Cost Centre:** | 20900 |
| **Responsible to:** | Principal Lecturer / Clinical Director |
| **Responsible for:** |  |
| **Effective date of job description:** | June 2018 |

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| **Context of Job:** |
| To deliver learning, teaching and assessment of students across all the undergraduate and postgraduate programmes. To undertake educational administrative duties and projects as appropriate. |

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| **Purpose of Job:** |
| To co-ordinate and contribute to the design and delivery of undergraduate and postgraduate programmes to respond to students’ needs. To coordinate the work of colleagues and act as a team member to participate in teaching, scholarship, research and knowledge transfer in accordance with the Dental Academy/Faculty objectives.  To provide clinical teaching, supervision and support to students and staff of the Dental Academy in accordance with the University’s and General Dental Council’s criteria. To provide comprehensive dental care, as necessary, to patients attending the Dental Academy. |

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| **Key Responsibilities:** |
| The following provides a summary of the key responsibilities at tutor level by staff of the University of Portsmouth and those specific to the Dental Academy (*e.g.* treating patients). The Dental Academy offers a range of Dental Care Professional (DCP) courses and tutors are expected to teach across programmes (*e.g.* dental nursing, dental hygiene and therapy) and levels.  The key responsibilities of this post are:   1. Contribute to the design, marketing, delivery, management and assessment appropriate to undergraduate and/or postgraduate units, including active participation at appropriate meetings (Board of Studies, Unit Assessment Boards, Boards of Examiners and Academic Team Meetings). 2. Contribute to the undergraduate and postgraduate tutorial programmes. 3. Coordination of teaching with that of others; ensuring teaching material is current, setting and marking assessments; ensuring the verification of marks by other tutors and participating in verification of others’ marks (where appropriate); and attending relevant assessment boards (Assessment Panels). 4. Undertake academic course-related administrative tasks, including attendance at Boards of Studies and Examination Boards, as appropriate. 5. Participate in University Open Days and similar presentations aimed at promotion of the School and student recruitment. 6. Have a proactive approach to identifying own development needs and engaging in development programmes to address these needs. 7. Contribute to the administration and development of academic activities with the Department (e.g. Practice Teams, Personal Tutor role, careers advice, outreach/community activities etc.). 8. Supervise dental and dental care professional students in the delivery of high quality care to patients. Liaising with the appropriate clinician(s) to ensure that suitable clinical care for the patient is delivered in accordance with current national treatment recommendations. 9. Treat/support the treatment of patients of the Dental Academy in accordance with your scope of practice. Liaise with the appropriate clinician(s) to ensure that suitable clinical care for the patient is delivered in accordance with current national treatment recommendations. 10. Ensure the successful implementation and evaluation of the Dental Academy Strategic Plan and governance strategies. 11. Link with local bodies, organisations, committees and Trusts to ensure a cohesive relationship between the Dental Academy and the local community. 12. Support the successful attainment and delivery against the Dental Academy’s professional and contractual responsibilities and requirements. 13. To communicate with team members and liaise and network with relevant others, to ensure effective working relations. 14. To solve problems that occur applying knowledge of subject area. 15. Provide information, appropriate to the role, to relevant stakeholders. 16. To participate in and contribute to a performance & development review (PDR), ensuring that work is produced is in line with the Department/Faculty/University aims. 17. To comply with the University’s Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management. 18. To 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. 19. Any other duties commensurate with grade as required by your line manager. 20. The conduct of other relevant duties as assigned by the Director.   This appointment is subject to your continuing registration with the General Dental Council and to your holding continuing and appropriate personal indemnity.  This appointment is subject to your applying for and obtaining an enhanced DBS disclosure and occupational health clearance  This appointment is subject to your providing evidence that you have completed and recorded CPD and that you continue to complete and record CPD in line with statutory requirements.  Your continued employment is subject to on-going self-certification of your eligibility against all of the above criteria. |

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| **Working Relationships:** |
| Head of Department (Director)  Associate Head (Education)  Associate Head (Innovation)  Course Leaders (Undergraduate and Postgraduate)  Unit Co-ordinators  Personal Tutorial Leads  School Manager  Business Manager  Patient Administration Team  Technical Manager  Clinical Directors  Principal Lecturers  Dental Supervisors  Clinical Teaching Fellows  Admissions Team  KCLDI Clinical Director  KCLDI Dental Supervisors |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Up-to-date knowledge of the duties of the dental team within the NHS | E | AF |
|  | Appreciation of all aspects of clinical and informational governance | E | AF |
|  | Appreciation of the professional and political influences that inform the primary care dental setting | E | S |
|  | Current clinical experience of working as/with Dental Nurses/Dental Hygienists/Dental Therapists | E | AF |
|  | Experience of teaching and tutoring at Undergraduate level. | D | AF/S |
|  | At least 3 years post qualification experience as a registered Dental Care Professional | D | AF |
|  | Knowledge of Higher Education procedures and practices | D | AF |
|  | Clinical Teaching experience, particularly in a Higher Education establishment | D | AF |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to work to high clinical standards | E | AF/S |
|  | Ability to work effectively as a member of the wider dental team | E | AF/S |
|  | Excellent patient management skills | E | AF/S |
|  | Highly developed interpersonal skills | E | AF/S |
|  | An ability to communicate well in written and spoken English | E | AF/S |
|  | Ability to work flexibly and innovatively | E | AF/S |
|  | Ability to use Word, PowerPoint, Excel and access web-based resources | E | AF/S |
|  | Ability to interact effectively with academic, clinical and professional support staff and with students in area of expertise. | D | AF/S |
|  | An ability to plan, implement and evaluate projects | D | S |
|  | Ability to co-ordinate the work of others | D | S |
|  | Teaching skills | D | S |
|  | Counselling skills | D | S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Full registration with the General Dental Council enabling practice as a DCP within the UK | E | AF |
|  | A Diploma or First Degree in Dental Nursing | E | AF |
|  | CPD portfolio in accordance with General Dental Council criteria | E | AF |
|  | Qualifications in extended and additional duties | D | AF |
|  | Postgraduate Certificate in Learning and Teaching in Higher Education or equivalent qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Team work skills | E | AF/S |
|  | Commitment to support student development within the clinical and academic environment. | E | AF/S |
|  | Commitment to equality and Diversity | E | AF/S |

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|  | Continuing registration with the General Dental Council and continuing CPD portfolio | E | AF |
|  | DBS and Occupational Health clearance, which is to be kept current | E | S |
|  | An appropriate level of personal indemnity (not employer indemnified) which will be renewed annually | E | AF |

**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.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) | x |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) | X | 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, book sensitization etc.) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation   X | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc.) | | 23. Workplace stressors (e.g. workload, relationships, job role etc.)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Leanna Wynne |
| **Date** | June 2018 |
| **Extension number** | 5379 |

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.