

**Faculty of Creative & Cultural Industries
School of Art, Design and Performance**

**Lecturer in Photography
ZZ601031-1**

Information for Candidates

THE POST

Please see the attached job description and person specification.

TERMS OF APPOINTMENT

Part time
Permanent

Salary is in the range from £23,084 - £25,158 (£38,474 - £41,931 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

Job Title:	Lecturer in Photography
Grade:	7
Faculty/Centre:	Faculty of Creative & Cultural Industries
Department/Service: Location:	School of Art, Design and Performance Eldon Building
Position Reference No:	ZZ60103-1
Cost Centre:	42400
Responsible to:	Head of School
Responsible for:	n/a
Effective date of job description:	March 2023

Context of Job:

Art and design has a long and distinguished history of being taught in the city of Portsmouth, with an art school going back to the 1880s. Today the School of Art, Design and Performance offers a dynamic portfolio of distinctive courses with dedicated staff and specialist resources. The Photography staff team teach approximately 120 students across the BA & MA Courses.

We utilise a variety of teaching methods, including face-to-face and online, lectures, workshops, group critique and seminars, to individual tutorials. This is supported via our online learning system Moodle and other platforms.

The curriculum is based around thematic teaching with a strong emphasis on research and professional practice. Students gain a thorough grounding in the challenges of image making, including images as documents, narrative, fiction, and physical and virtual objects. Through research, experimentation, and production, they achieve an advanced grounding in analogue and digital photography and develop a professional, conceptual and aesthetic appreciation of the medium.

The course has extensive professional photographic facilities and equipment such as photographic studios, analogue and digital darkrooms, and the latest camera and production equipment. The course includes new advancements in photography, such as computer-generated imagery (CGI), photogrammetry and 3D printing.

Our students develop a distinct photographic approach within the field of photography which is evidenced by an excellent track record of success in national and international awards and competitions. Please see our course pages for more information:

<https://www.port.ac.uk/study/courses/ba-hons-photography> and
<https://www.port.ac.uk/study/courses/ma-photography>

Purpose of Job:

The purpose of this job is to contribute as a member of the team in the teaching and assessment of modules across all years through a range of methods that could include face to face/online lectures, seminars, group presentations, workshops, tutorials and software workshops. Your work will include marking and verification of assessments and ensuring teaching material is current through active scholarship & research. You will act as a personal tutor to provide first line support for students. As a team-member, you will take an active part in student admissions activities including preview/open days, interviews and educational liaison events.

The post holder will have a key role in helping to realise the professional potential of students, coordinating and delivering the Professional Practice and Work Experience module in Level 4 and the Photographic Practice and Project Development Module in Level 5. You will have further opportunity to support the photographic practice of students working on the Major Projects in Photography module in Level 6, as well as other modules across the BA&MA as required.

The role requires knowledge in developing a research informed practice, as well as experience of professional practice as an active practitioner. The successful candidate should possess highly effective interpersonal skills and be a student-centred educator, focused on promoting diversity and inclusivity and with the ability to provide constructive and critical support. The successful candidate should have excellent communication and organisational skills and be able to work collaboratively with colleagues.

Key Responsibilities:

- Develop teaching materials and contribute to the preparation, delivery and assessment of taught modules.
- Ensure the currency of teaching materials, techniques, and methods through active scholarship and industry awareness and develop new materials as appropriate.
- Apply expert knowledge and skills in support of student project work, in line with professional and industry standards.
- Apply an ethical, culturally aware and inclusive approach to teaching and practice.
- Assisting with expert advice in the development and testing of specific techniques used in practical classes and student projects, and where relevant demonstrate specialist equipment, materials and techniques in the area of graphic design
- Apply expert knowledge of digital applications, (specifically Adobe CC) and other online software we use for administration (Google docs or word, sheets or excel, slides or Powerpoint etc.)
- Collaborate with academic colleagues on course development and curriculum changes.
- To communicate with team members and liaise with relevant others to ensure effective working relations.
- Supervise students' projects and placements as required.
- Act as a personal tutor to provide first line support for students.
- Use listening, interpersonal and pastoral care skills to deal with sometimes complex issues concerning our diverse student body.
- Undertake administrative duties in accordance with the level of the post.
- Take an active part in student admissions activities including preview/open days, interviews and educational liaison events.

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| <ul style="list-style-type: none">• Take an active role in planning, selecting, installing and attending the Portsmouth and London Summer shows• Engage in scholarly activity, research and/or innovation projects as appropriate.• To comply with University Health and Safety policy and guidelines.• Any other duties as may reasonably be required by the Head of School. |
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Working Relationships:
<ul style="list-style-type: none">• Students• Course Team• School administration team• Head of School• Technical team

2. PERSON SPECIFICATION

No	Attributes	Rating	Source
1.	Specific Knowledge & Experience		
	A relevant professional and research informed practice as a photographer, demonstrating critical engagement with current debates around your subject.	E	AF
	Specialist knowledge and understanding of key concepts, historical and contemporary debates across Photography	E	AF, S
	Specialist knowledge and experience of Photographic practice, processes, software and technical production	E	AF, S
	Teaching & Assessment experience at undergraduate or postgraduate level in a relevant field	E	AF, S
	Strong organisational, planning and administrative skills	E	AF
	Experience of curriculum development in a related subject	D	AF
	Experience of administration relevant to teaching in an undergraduate context	E	AF, S
	Experience in pastoral care	E	AF, S
	Ability to be flexible and willingness to collaborate with internal and external partners	D	AF
	An interest in research and in developing a research profile	D	AF, S
2.	Skills & Abilities		
	Inspiring and guiding students from a range of backgrounds	E	AF, S
	Good communication and organisational skills	E	AF, S
	Able to provide oral and written feedback on student work	E	AF, S
	Ability to teach at undergraduate level	E	AF, S
	Ability to contribute to a working & learning environment that is safe and respectful for all members of the UoP community	E	AF, S
	Relevant software skills	E	AF, S
	Ability to use a Mac computer	E	AF, S
	Ability to utilise online teaching resources such as zoom, padlet and lecture broadcast technology eg. panopto to support online learning	E	AF, S
	Team working skills	E	AF, S
	Skills in using and teaching established and emerging digital technologies, including cameras, post production software and digital output.	E	AF, S
3.	Qualifications, Education & Training		
	A good undergraduate degree (or equivalent vocational training or industry experience) in photography.	E	AF, S
	Postgraduate qualification achieved or in progress in Photography	E	AF, S
	Teaching qualification/ Fellowship of the HEA or commitment to complete this in post	D	AF, S
4.	Other Requirements		
	Readiness to develop new ideas in an expanding curriculum	D	S

	Personal initiative	D	S
	Commitment to work in an academic environment	E	AF, S
	Committed to a student-centered approach	E	AF, S
	A relevant portfolio of high-quality photographic practice	E	AF
	To support a questioning and critical approach to photographic practice and related subjects	D	AF, S
	To be sensitive to ethical considerations in photographic practice	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

<p>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 document in order to do this.</p>	
1. International travel/Fieldwork <input type="checkbox"/>	13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) <input type="checkbox"/>
2. Manual Handling (of loads/people) <input checked="" type="checkbox"/>	14. Working at height <input type="checkbox"/>
3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) <input type="checkbox"/>	15. Working with sewage, drains, river or canal water <input type="checkbox"/>
4. Genetically modified Organisms <input type="checkbox"/>	16. Confined spaces <input type="checkbox"/>
5. Noise > 80 DbA <input type="checkbox"/>	17. Vibrating tools <input type="checkbox"/>
6. Night Working (between 2200 hrs and 0600 hrs) <input type="checkbox"/>	18. Diving <input type="checkbox"/>
7. Display screen equipment <input checked="" type="checkbox"/>	19. Compressed gases <input type="checkbox"/>
8. Repetitive tasks (e.g. pipette use, etc) <input type="checkbox"/>	20. Small print/colour coding <input type="checkbox"/>
9. Ionising radiation/non-ionising radiation/lasers/UV radiation <input type="checkbox"/>	21. Soil/bio-aerosols <input type="checkbox"/>
10. Asbestos and/or lead <input type="checkbox"/>	22. Nanomaterials <input type="checkbox"/>
11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) <input type="checkbox"/>	23. Workplace stressors (e.g. workload, relationships, job role, etc.) <input type="checkbox"/>
12. Food handling <input type="checkbox"/>	24. Other (please specify) <input type="checkbox"/>

Completed by Line Manager/Supervisor:

Name (block capitals)	LYNNE MESHER
Date	March 2023
Extension number	2043