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**Faculty of Science & Health**

**School of Biological Sciences**

**Teaching Fellow in Marine Microbiology**

**ZZ007188-1**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Full-time

Fixed term

Salary is in the range from £38,474 - £41,931 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.

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.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Teaching Fellow in Marine Microbiology |
| **Grade:** | 7 |
| **Faculty/Centre:** | Faculty of Science and Health |
| **Department/Service:**  **Location:** | School of Biological Sciences  King Henry Building |
| **Position Reference No:** | ZZ007188 |
| **Cost Centre:** | 44052 |
| **Responsible to:** | Head of School |
| **Responsible for:** | None |
| **Effective date of job description:** | March 2023 |

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| **Context of Job:** |
| The School is a world-class centre for the study of the Biological Sciences. We pride ourselves on providing a supportive and exciting environment to develop our student’s passion for the biological sciences and on furthering our knowledge of the discipline.  Our School provides world-class research and innovation activities focused around our research strengths of Developmental Biology & Epigenetics, Molecular Biophysics and Applied Environmental Research which enables students and staff to flourish in this dynamic and inclusive scientific culture. |

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| **Purpose of Job:** |
| * To work with colleagues and act as a team member to contribute 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 / Faculty objectives. * To actively seek to enhance the student experience and student employability and enterprise opportunities. * To support the School in its marketing, outreach and widening participation activities. |

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| **Key Responsibilities:** |
| * Develop teaching materials, methods and approaches to teaching relating to taught modules in the area of Marine Microbiology and contribute to the preparation, delivery and assessment of taught UG and PG modules. * Contribute to continuing development of the curriculum, including proposing new modules and active participation at subject group meetings. * Ensure teaching material, methods and approaches are current through scholarly activity or professional practice and personal development. * Manage delivery of own teaching, scholarly and administrative activities with guidance where required. * Supervise students’ projects, fieldwork and placements. * Take part in relevant aspects of the student support and assessment processes (e.g. examination boards). * 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. * Act a personal tutor to students to provide first line support and acting as a mentor when required. * Take part in marketing activities including preview / open days, outreach, admissions and recruitment.   **Additional expectations of the role holder**   * In line with School / 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. * Collaborate collegiately with academic colleagues. * To communicate with team members and be involved in planning teams, being a member of working parties and participating in internal networks. * To attend team meetings when required providing relevant and timely information, in order to aid decision making of School / Faculty. * Apply due care and diligence with regards to health and safety for self and others. * Deliver material outside of their immediate area of expertise, but within their broad subject area. * Participate in, and contribute to, a performance and development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims. * 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. * Any other duties as required by the Head of School. |

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| **Working Relationships (key individuals the job holder would be working with):** | |
| * Course / Programme leaders * Unit Coordinators * Course Team / Academic colleagues * Head of School / Associate Heads * Dean / Associate Deans | * School / Departmental Administration Team * School / Departmental Technical Team * DSAA * Faculty Support Staff |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Expertise in the broad area of Marine Microbiology | 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 |
|  | Experience of academic administration | D | AF, S |
|  | Practitioner experience in public or related 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 |
|  | Relevant professional qualification | E | AF |
|  | HE Teaching Qualification (or equivalent achievement indicators) | 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/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | X | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) | X |
| 2. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 4. Genetically modified Organisms | X | 16. Confined spaces |  |
| 5. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 6. Night Working  (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc) | X | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  X | | 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)** | FIONA MYERS |
| **Date** | 07/03/2023 |
| **Extension number** | 2054 |

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.