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| **Please tick to confirm you have read the accompanying guidance notes** |  |  |

**As referenced in the guidance notes please do not make reference to your gender in this form.**

**THIS TEMPLATE SHOULD BE COMPLETED ELECTRONICALLY**

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| Staff ID No:  |
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| **PERSONAL** **DETAILS** |
| **Surname only:** |  |
| **School:** |  |
| **Institute (if applicable):** |  |
| **Current Grade and Position:** |  |
| **FTE %:** (if you are on fractional contract enter the percentage, if full time this will be 100%) |  |
| **Responsible to:**(enter title and grade of the post holder(s) responsible for the line management of your position) |  |
| **Responsible for:**(enter title, grade and number of posts for which you are the line manager) |  |
| **Date of Last Regrading:**(If none, please indicate N/A) |  |
| **Date of Further Applications for Promotion:** (If none, please indicate N/A)**NB If you applied for promotion in the previous years exercise, please indicate clearly on the form the areas which have changed since your last application.** |  |
| **Date of Contribution Pay Awards since last Promotion:**(If none, please indicate N/A) |  |
| **Position/Level applied for:** |  |

**PERSONAL STATEMENT**

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| **Please note the suggested word limits for each section of the form. Applicants are permitted to exceed these limits where required, however, any form that exceeds the total word limit for the application (4100) will not be considered. Applicants are also reminded that all elements must be completed.** |
| Please provide detailed evidence of: * areas in which the level of your responsibility has increased since your appointment/last promotion.
* actions taken to address feedback provided following unsuccessful applications for promotion.
* any other relevant information you wish to provide eg reports from workload model data or other written assessments of your achievements.

**(Word Limit 350)** |
|  |

**ADDITIONAL INFORMATION**

In order to consider all relevant factors, applicants are encouraged to include any individual circumstances that they feel may have affected their application.

Please include in the section below any information that you feel should be taken into account in respect of your application. Examples include: absence due to maternity, adoption, parental or carer’s leave; ill-health/medical condition; periods of part-time working or career breaks; the impact of the Covid-19 pandemic; workload and any other circumstances you believe relevant to your application.

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| **Word limit 250**  |

**ELEMENTS**

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| **ELEMENT 1 - TEACHING & LEARNING SUPPORT** |
| **Level 2** | * **Teach as a member of a teaching team in a developing capacity within an established programme of study, with the assistance of a mentor if required.**

e.g. Teaching may be at UG/PG level e.g. supervision of student projects, contact teaching, support of lecturer in classroom setting and marking assessments.* **Teach in a developing capacity in a variety of settings from small group tutorials to large lectures.**

e.g. This may include classroom experience staff peer review sessions, feedback from course co-ordinators, student feedback, formal training sessions. * **Transfer knowledge in the form of practical skills, methods and techniques.**

 e.g. This may include identifying innovative teaching methods within discipline norms. * **Identify learning needs of students and define appropriate learning objectives.**

 e.g. This may include identifying disability requirements and provides support on improved essay  writing.* **Ensure that content, methods of delivery and learning materials meet the defined learning objectives.**

e.g. Show how you ensure this, you may wish to highlight examples where you rectified such an issue.* **Develop own teaching materials, methods and approaches with guidance**

 e.g. This may include design of course booklets and redesigning a teaching session. * **Develop the skills of applying appropriate approaches to teaching**

e.g. You may wish to consider how you have developed in this capacity and ensured that your teaching approaches are appropriate. * **Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.**

 e.g. Engage the interest and enthusiasm of students.* **Supervise the work of students, provide advice on study skills and help them with learning problems.**

e.g. Supervision may include workshop/tutorial setting, guidance on student research or practical projects. * **Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.**

 e.g. You may wish to demonstrate how you have developed in this capacity.* **Seek ways of improving own performance by reflecting on teaching design and delivery and obtaining and analysing feedback.**

 e.g. This may be through formal and/or informal mechinisms.  |
| **Please provide evidence of how you meet the requirements below: (Word Limit 500)** |
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| **ELEMENT 2 – RESEARCH & SCHOLARSHIP** |
| **Level 2** | * **Reflect on practice and the development of own teaching and learning skills.**

 e.g. This may be through the completion of relevant training courses e.g. Associate Fellowship  of Higher Education Academy.* **Contribute to knowledge exchange, knowledge partnerships and public engagement events and projects.**

 e.g. This may include contact with industry, professional groups or interest groups. Such engagement may support scholarship or disciplinary research.  |
| **Please provide evidence of how you meet the requirements below: (Word Limit 500)** |
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| **ELEMENT 3 - COMMUNICATION** |
| **Level 2** | * Deal with routine communication using a range of media.
* Communicate complex information, orally, in writing and electronically.
* Contribute to preparing proposals and applications to external bodies.
* Communicate material of a specialist or highly technical nature.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 4 – LIAISON & NETWORKING** |
| **Level 2** | * Liaise with colleagues and students.
* Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
* Join external networks (eg to share information and ideas and identify potential sources of funds.)
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 5 – MANAGING PEOPLE** |
| **Level 2** | * Manage own teaching, scholarly and administrative activities, with guidance if required.
* Could be expected to supervise students’ projects, fieldwork and placements.
* Act as a mentor for students in capacity of personal tutor.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 6 – TEAMWORK** |
| **Level 2** | * Collaborate with academic colleagues on course development and curriculum changes.
* Attend and contribute to subject group meetings.
* Collaborate with colleagues to identify and respond to students’ needs.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 7 – PASTORAL CARE** |
| **Level 2** | * Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
* Appreciate the needs of individual students and their circumstances.
* Act as personal tutor, giving first line support.
* Refer students as appropriate to services providing further help.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 8 – INITIATIVE, PROBLEM SOLVING AND DECISION MAKING** |
| **Level 2** | * Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
* Respond to pedagogical and practical challenges.
* Share responsibility in deciding how to deliver modules and assess students.
* Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students’ work.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 9 – PLANNING AND MANAGING RESOURCES** |
| **Level 2** | * Use teaching resources and facilities as appropriate.
* Plan and manage own teaching and tutorials as agreed with mentor.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 10 – SENSORY, PHYSICAL AND EMOTIONAL DEMANDS** |
| **Level 2** | * Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills.
* Balance with help the competing pressures of teaching and administrative demands and deadlines.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 11 – WORK ENVIRONMENT** |
| **Level 2** | * Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others.
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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| **ELEMENT 12 – EXPERTISE** |
| **Level 2** | * Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes.
* Engage in continuous professional development.
* Able to engage the interest and enthusiasm of students and inspire them to learn.
* Develop familiarity with a variety of strategies to promote and assess learning.
* Understanding of wider institutional policies as they may impact on academic content and issues relating to student need (eg equal opportunities, health & safety etc)
 |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** |
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**Please state total words used in completing the form:**

## SIGNATURE

The above job description is an accurate reflection of the requirements of the post.

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| **Post Holder:** *(Surname only in Block Capitals)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Please indicate whether your line manager has reviewed this form if they are not the Head of School:**

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| **My line manager confirms this job description is an accurate reflection of the requirements of my post** |  |

**Please note that the Standard Curriculum Vitae Form must be completed and**

**submitted along with your application and PURE report before it can be processed.**

**Please forward the completed form to the Head of School**