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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: |
|  | |
| **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 1** | * **Provide support to colleagues engaged in the teaching process.**   e.g. This may include supporting lectures   * **Carry out teaching within a clear and established programme, with assistance and support.**   e.g. This may include delivering teaching for an already established lecture/course.   * **Develop own teaching materials, with assistance and support.** * **Set and mark assignments.** * **Contribute to the development of examination questions**. * **Assess student progress and provide feedback.**   e.g. This mat include marking and providing feedback on student projects/assessments. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 500)** | |
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| **ELEMENT 2 – RESEARCH & SCHOLARSHIP** | |
| **Level 1** | * **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. the appropriate level 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 1** | * Deal with routine communication using a standard media. * Communicate information and ideas to students. * Write handouts and other basic learning support materials. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 4 – LIAISON & NETWORKING** | |
| **Level 1** | * Liaise with colleagues and students on routine matters. * Join appropriate internal networks. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 5 – MANAGING PEOPLE** | |
| **Level 1** | * Manage, with guidance, own teaching activities. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 6 – TEAMWORK** | |
| **Level 1** | * Actively participate as a member of a teaching team. * Attend and contribute to relevant meetings. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 7 – PASTORAL CARE** | |
| **Level 1** | * Show consideration to others. |
| **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 1** | * Deal with problems which may affect the delivery of own teaching. * Contribute to decisions affecting the work of the team. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 9 – PLANNING AND MANAGING RESOURCES** | |
| **Level 1** | * Plan own day-to-day activity within the framework of the agreed programme. * Co-ordinate own work with that of others to avoid conflict or duplication of effort. * Contribute to the planning of teaching programmes. |
| **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 1** | * Sensory and physical demands may vary from relatively light to a high level depending on the discipline and the type of work carried out. * Carry out tasks that require the learning of certain skills. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 11 – WORK ENVIRONMENT** | |
| **Level 1** | * Is required to be aware of the risks in the work environment. |
| **Please provide evidence of how you meet the requirements below: (Word Limit 250)** | |
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| **ELEMENT 12 – EXPERTISE** | |
| **Level 1** | * Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of teaching methods and techniques. * 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**