

Lecturer in Business

Job Description

Area	:	Faculty of The Arts and Academic Studies
Salary	:	£27,486 - £41,467 (<i>pro rata per annum</i>)
Hours of Work (<i>Full-time/Part-time</i>)	:	22.2 hours
Line Manager	:	Assistant Director – Science, Business and IT
Responsibility for	:	Lecturing on a range of Business courses; Undertaking other duties including tutorial support and associated administrative tasks; Promoting and safeguarding the welfare of children and young persons in line with College policies; <i>and</i> The marketing and promotion of the provision to employers and stakeholders.

Main Purpose of Job:

To provide innovative and engaging teaching, learning, assessment to ensure provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. Teach effectively on a range of programmes across the College curriculum, which may include timetabled lessons, cover, delivery of modules or bespoke provision.
2. Thoroughly prepare suitable teaching, learning and assessment materials for a range of courses/classes and make use of a variety and appropriate learning and teaching methods.
3. Thoroughly prepare flexible teaching, learning and assessment materials; develop and maintain the curriculum area's Virtual Learning Environment (*VLE*) and incorporate the use of digital technologies/ILT to enhance learning experiences.

4. Have available an up-to-date syllabus and scheme of work (*showing methods of delivery and embedded cross-cutting themes*) for each course/class taught and to lodge a copy of this information with the appropriate Assistant Director by the start of the course.
5. Complete promptly and accurately all class records including the register of attendance and tracking of learner progress against targets.
6. Report any variations to the agreed class timetable to the appropriate Assistant Director and obtain permission for any long term or planned changes.
7. Keep records as required of all learners assessed work and report progress or otherwise at appropriate meetings.
8. Contribute fully to College and Directorate teams including sharing best practice and being involved in developing the curriculum.
9. Attend as required parents' evenings, open events and other promotional events organised by the College.
10. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
11. Teach, relevant to subject specialism, up to contracted hours.
12. Undertake the normal administrative duties required of lecturers including assistance with admissions (*including interviews at welcome evenings for prospective learners*), enrolment, induction and providing management information as required.
13. Participate in the course and departmental Self-Assessment reporting process.

Generic Duties and Responsibilities:

14. Promote a culture of innovation, excellence and equality.
15. Reflect the vision, mission and values of the College.
16. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
17. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
18. To actively contribute to the risk management of the College.
19. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
20. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
21. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
22. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Lecturer in CIPD/Business Person Specification



Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• Appropriate Professional Qualification at Level 7 (<i>or equivalent</i>)	✓			✓	
• Teacher trained (<i>PGCE, DTLLS or CertEd</i>) or working towards	✓			✓	
• GCSE Grade C (4/5) or higher in English and Maths (<i>or equivalent</i>)	✓			✓	
• Evidence of ongoing professional development	✓			✓	
<u>Desirable</u>					
• Post graduate level qualification in a relevant discipline (<i>or equivalent</i>)	✓			✓	
• Assessor Awards (<i>or working towards</i>)	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Ability to teach on Business courses	✓		✓		✓
• Ability to teach learners of varied needs and abilities	✓		✓		✓
• An outstanding practitioner of ILT	✓	✓	✓		✓
<u>Desirable</u>					
• A proven record of contributing to the development of course materials for courses offered by the Department	✓	✓	✓		✓
• Recent industry experience	✓		✓		✓
• Evidence of innovation in designing or delivering courses	✓		✓		✓
Personal Attributes					
<u>Essential</u>					
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions	✓		✓		
• Emotional intelligence, self-awareness and confidence		✓	✓		
• Accuracy and attention to detail	✓				
• Excellent organisational skills, ability to prioritise and work effectively under pressure			✓		✓
• Flexible approach to working			✓		✓

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Personal Attributes (continued)					
<u>Essential</u>					
<ul style="list-style-type: none"> Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment 			✓		✓
<ul style="list-style-type: none"> Commitment to on-going professional development 	✓				✓
<ul style="list-style-type: none"> An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults 			✓		
Other requirements for employment					
<u>Essential</u>					
<ul style="list-style-type: none"> Enhanced DBS check 					

Updated: July 2024