

**Job Description:**

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| **Post:** |  **Lecturer/Teacher in Business**  |
| **Salary Grade:** | *£29,178.90 - £35,463.12 FTE depending upon experience and qualifications* |
| **Responsible to:** | *Learning Manager* |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To ensure outstanding success and progression of all students within the relevant Department through the delivery of inspirational teaching, learning and assessment.  |
| **2** | To engage collaboratively with all Course Managers in a culture of high expectations, high standards and mutual respect  |
| **3** | To act as Course Manager, Tutor and Assessor as necessary as part of the role |

**Key Responsibilities and Accountabilities:**

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| **A** | To plan effectively and deliver high quality teaching, learning, assessment and support, leading to excellent attendance, retention and achievement. |
| **B** | To deliver formal scheduled teaching duties, tutorials (as appropriate) and student assessment. |
| **C** | To attend monthly/termly meetings (to include the sharing of good practice and resources with other colleagues) or as otherwise instructed  |
| **D** | To record, share and regularly monitor student progress using College information systems. |
| **E** | To prepare learning plans schemes of work, keep relevant records and undertake all administration relevant to teaching duties. |
| **F** | To attend parents’ evenings, marketing and promotional events. |
| **G** | To participate in student reviews, interviews, reference writing, and the setting and marking of assessed work. |
| **H** | To set and mark internal examinations and moderate subjects/modules as appropriate. |
| **I** | To deliver effective student guidance and participate in the course evaluation processes. Carry out the processes involved in completing student learning agreements. |
| **J** | To undertake relevant continuous Professional Development, maintain effective learning and attend appropriate training as required  |
| **K** | To contribute to the College’s Assessment Review process as appropriate and engage in Quality Improvement procedures |
| **L** | To proactively engage in the College’s lesson observation procedures and practices |
| **M** | You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required.  |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety.  |
| **4** | Adhere to all College policies and procedures.  |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults.  |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| i | Degree in relevant subject |  | D |
| ii | Certificate in Education/PGCE or equivalent. | E\* |  |
| iii |  |  |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| iv | High level of specialist knowledge of Business  | E |  |
| v | Proven track record of personal recent teaching success shown by high student achievement in Business  | E |  |
| vi | Ability to teach 16-18 year old students | E |  |
| vii | At least 2 years’ experience in teaching Business A Levels and/or Vocational to full-time or part-time students. | E |  |
| viii | Ability to offer successful pastoral support to cohort teaching group  | E |  |
| ix | Confident and creative in the use of IT to promote and enhance learning | E |  |
|  | **SKILLS & ATTRIBUTES** |  |  |
| x | Excellent communication skills. | E |  |
| xi | Sound understanding of and commitment to safeguarding and equality and diversity in the context of education | E |  |
| xii | A passion for both your subject and for student success | E |  |
| xiii | A flexible and proactive approach; and an ability to react quickly to changes in circumstances and environment | E |  |
| xiv | Self-motivated with the ability to be inspirational, innovative and display initiative | E |  |
| xv | Ability to multi task and cope with a demanding work schedule | E |  |

\*Please note that Qualified Teacher Status (QTS) is not deemed essential to the job description at point of entry to the role. The College does require all lecturers ultimately to have QTS. Therefore all lecturers appointed without QTS will be required to be enrolled on a route to achieving QTS within the first year.