

JOB DESCRIPTION

POST TITLE	:	Lecturer in Business, Leadership and Management
SCALE	:	Lecturer B, Pay Points 8 - 11
SALARY	:	£31,967 - £38,147
RESPONSIBLE TO	:	Head of Business and Professional Services
CLOSING DATE	:	5:00pm, Monday 29 April 2024
INTERVIEW DATE	:	Tuesday 7 May 2024

Main Purpose of the Post

To promote and provide an excellent learning experience which ensures high achievement for all students.

Main Responsibilities

- 1) To teach effectively on a range of programmes across the Division's Curriculum including FE, HE, Business Training, Apprenticeship and Adult courses.
- 2) To thoroughly plan and evaluate the effectiveness of teaching.
- 3) To accurately assess and monitor student work to assure high achievement and progression.
- 4) To provide effective tutorial and pastoral support.
- 5) To contribute fully to divisional and College teams including sharing best practice and being involved in developing the curriculum.
- 6) To maintain high quality records and provide timely information.
- 7) To teach, relevant to subject specialism, up to 832 hours per year.
- 8) To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality; Health and Safety and Safeguarding.
- 9) To take an active part in the marketing operations of the College including the recruitment and admission of students to the Division.
- 10) To commit to continuous professional development to maintain high professional standards and subject specialisms.
- 11) To undertake invigilation duties from time to time.
- 12) To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Lecturer in Business, Leadership and Management

DIVISION: Business and Professional Services

<u>QUALIFICATIONS</u>		Essential (E) Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in a relevant discipline	E	Application form
2	A recognised teaching qualification or willingness to work towards one within a specified and agreed period (normally 2 years)	E	Application
3	Assessor/Verifier Awards	D	Application form
4	Higher degree or equivalent level qualification relevant subject	D	Application form
5	Professional qualification in a relevant subject, e.g. CIPD	D	Application form
<u>KNOWLEDGE</u>			
1	Knowledge of current issues in Apprenticeships, Further, Adult & Higher Education	E	Application form/ Interview
2	Working knowledge of a range of professional and awarding bodies including ILM, CIPD and C&G	E	Application form Interview
3	Knowledge of Quality Assurance systems relating to the curriculum area and sector	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	D	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching and assessing at a range of levels	E	Application form/ Interview
2	Experience of Apprenticeship teaching across a range of subject areas including Human Resources and Business	D	Application form/ Interview
3	Experience of curriculum development in employer facing programmes	E	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and digital technology in the classroom	E	Interview
3	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	Enthusiasm for the role of further education in building futures and changing lives	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*