

## JOB DESCRIPTION

POST TITLE	:	Lecturer/Trainee Lecturer in HE Business
LOCATION	:	On Site Delivery
SCALE	:	Lecturer
SALARY	:	Up to £40,665
RESPONSIBLE TO	:	Head of Business and Professional Services
CLOSING DATE	:	12.00pm, Monday 22 June 2026
INTERVIEW DATE	:	Monday 29 June 2026

### **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 primarily HE but may also include FE, T Level or Adult provisions.
- 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.

## Hours

**Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.**

## PERSON SPECIFICATION

**POST:** Lecturer/Trainee Lecturer in HE Business

**DIVISION:** Business and Professional Services

<u>QUALIFICATIONS</u>	Essential (E) Desirable (D)	To be identified by:
1 Degree or equivalent level qualification, or experience 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)	D	Application
3 Assessor/Verifier Awards	D	Application form
4 Higher degree or equivalent level qualification relevant subject, or willing to work towards one	D	Application form
5 Professional qualification in a relevant subject	D	Application form
<b><u>KNOWLEDGE</u></b>		
1 Knowledge of current issues in Higher Education	D	Application form/ Interview
2 Working knowledge of University partners and how they operate	D	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
<b><u>EXPERIENCE</u></b>		
1 Experience of successful teaching and assessing at a range of levels	D	Application form/ Interview
2 Relevant industry experience in the business field	E	Application form/ Interview
3 Experience of curriculum development in employer facing programmes	D	Application form/ Interview

**PERSONAL**

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and digital technology	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 higher 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.*