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### **Job Description**

**Lecturer – Business: Level 1 and Level 2**

Title of Post: Lecturer – Business (Level 1 and Level 2)

Section: Business School

Hours: 28.8 hours per week (0.8 FTE), 52 weeks per year

Grade: Uxbridge College Academic Pay Spine pt. 23 – 36

Reporting to: Section Manager: Business

Base: Uxbridge

# MAIN PURPOSE

The main purpose of the job is to ensure the retention and achievement through the delivery of good practice in teaching and learning. This involves the teaching and development of a range of subjects across the business curriculum with the specific focus on Level 1 BTEC Introductory Diploma in Business and Level 2 BTEC First Extended Certificate in Business.

# DUTIES

# Recruitment of Students

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets.
* Interview potential applicants and contribute to the School’s interviewing schedules.
* Contribute to the development, promotion and delivery of the School’s marketing and recruitment strategies.

I**nduction and Support for Students -** programmes in class as well as remotely.

* Carry out student inductions and contribute to the design of induction
* Carry out academic progress reviews, including the completion of necessary documents such as predicted grade sheets.
* Where appropriate act as a named tutor and liaise with the College’s Attendance Co-ordinators to ensure the attendance, retention and achievement of students.
* Understand and keep up-to-date with student support and learning support arrangements, ensuring students have full information and making appropriate referrals.
* Where appropriate ensure that basic skills initial and diagnostic assessments are undertaken and that students receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to students and other staff in liaison with the curriculum managers and the College’s Learning Resource Centres.
* Prepare students for employability, career progression further education and/or higher education and training.
* Produce reports and attend events to provide information to parents/employers.
* Participate in the School’s enrichment programme for students.

# Design and Delivery of Programmes

* Teach students on a range of programmes, with specific focus on Level 1 BTEC Introductory Diploma in Business and Level 2 BTEC First Extended Certificate in Business.
* Prepare schemes of work, lesson plans and resource materials for these programmes.
* Assist in producing course handbooks for these teaching areas as required
* Liaise with examination boards for any courses for which you have course responsibility.
* Utilise IT and e-learning technology to deliver and assess all elements of the curriculum – in class and remotely.
* Utilise IT applications (i.e. Zoom, MS Teams) to competently deliver remote sessions to learners
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Implement policies on assessment and homework.
* Work towards the integration of students’ basic skills development in the delivery of teaching and learning.
* To ensure that students attend and achieve on all areas of their study programmes including maths, English and work experience.

# Curriculum Management

* Attend team and School meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation such as mark and schemes of work books.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.
* Participate in the College’s staff appraisal and mentoring schemes.

# Quality

* Carry out student questionnaires and elicit student feedback on the quality of teaching and learning.
* Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.
* Participate in additional activities, such as projects on teaching and learning, as required.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs, including attendance at the Business School’s staff development programme.
* Take an active part in the College’s appraisal and mentoring processes.
* Promote Equal Opportunities and implement the College’s Equal Opportunities Policy.
* Provide a secure, safe and friendly learning environment including implementation of College’s Health & Safety Policy and Safeguarding Policy.
* Communicate effectively as part of the team
* Complete all documents necessary to comply with College HR policies, e.g. agency lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.
* Carry out any other duties commensurate with the scale and grade of the post.

# BACKGROUND

The post of lecturer involves considerable subject-based and pedagogic knowledge and understanding, and it is therefore essential that the post holder has a motivation for keeping themselves up-to-date with developments in their professional area and also in the practises of teaching and learning. Lecturing is more than just teaching; it includes all aspects of the learning process, including preparation and planning, and the assessment and evaluation of students. All post holders are expected to consistently review and assess their performance alongside colleagues and engage in positive and critical debate on pedagogic issues. All lecturers must be committed to inclusive learning and ensuring that they take on the very best practice to meet individual learner needs including the promotion of equal opportunities. All staff are required to implement College policies. Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

**Lecturer - Business: Level 1 and Level 2**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| * A degree in Business or related area | **** |  | AF/Cert |
| * An advanced teaching qualification recognised by the FE sector (e.g. PGCE, DET)\*\* or willingness and ability to work towards one | **** |  | AF/Cert |
| Knowledge and Experience |  |  |  |
| * Experience of teaching and assessment on BTEC programmes, including teaching Level 1 and Level 2 learners | **** |  | AF/IV/T |
| * Experience of working with learners with English as a second language or Special Educational Needs |  | **** | AF/IV |
| * Evidence of having achieved high levels of student retention and achievement | **** |  | AF/IV |
| * Experience of working in Business, and ability to embed industry/working practices and examples into the curriculum | **** |  | AF/IV |
| * Up-to-date knowledge of Business | **** |  | AF/IV |
| **Other Skills / Personal Attributes** |  |  |  |
| * The ability to engage, motivate and inspire learners | **** |  | AF/IV/T |
| * Ability to employ effective classroom management strategies | **** |  | IV/T |
| * Good communication skills, written and verbal | **** |  | AF/IV |
| * Good IT skills – use of Microsoft tools such as Word, Excel, PowerPoint, Outlook, Zoom and MS Teams | **** |  | AF/IV |
| * Experience of utilising IT/e-learning within the curriculum – use of platforms such as Moodle, Turnitin, Google Classroom, use of Smartboard | **** |  | IV/T |
| * Ability and willingness to deliver teaching and support learners remotely, via Zoom and Microsoft Teams | **** |  | IV/T |
| * Ability to embed Maths and English effectively into the curriculum | **** |  | IV |
| * Good interpersonal skills | **** |  | IV/T |
| * Ability to work effectively as part of a team | **** |  | AF/IV |
| * Commitment to continuing professional development | **** |  | AF/IV |
| * Understanding of and commitment to Equality and Diversity and Safeguarding | **** |  | AF/IV |
| * Commitment to implementing College compliance procedures and other policies | **** |  | AF/IV |
| * Ability to work on own initiative | **** |  | AF/IV |
| * Flexibility and ability to work some evenings if required | **** |  | AF/IV |
| * Self-motivation | **** |  | AF/IV |
| * Commitment to learners and learner achievement | **** |  | AF/IV |
| **Competencies**  *Academic staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Interpersonal Sensitivity ; Adaptability/Flexibility  Results Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test (Micro-teach/Skills test) Cert = Certificates checked on induction

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.