# 

### **Job Description**

**Lecturer: Business**

Title of Post: Lecturer: Business

School: School of Business, Sport, Hair and Beauty

Reporting to: Head of School

Hours: 18 hours per week, 52 weeks per year (working pattern to be discussed/agreed)

Grade: HCUC Academic Pay Scale pt. 23 - 36

Base: Harrow-on-the-Hill

# 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.

# MAIN PURPOSE

The main purpose of the job is to ensure the retention and achievement of students through the delivery of good practice in teaching and learning. To teach, develop and improve programmes of study in Business.

# DUTIES SPECIFIC TO THE POST

All lecturers have a generic list of duties (see below). Duties specific to the Lecturer in Business include:-

* Teaching on a range of qualifications and levels associated with Business, including the BTEC First, National and Higher National Diplomas, OCR Cambridge Technicals, AAT, Access to Business courses and T Levels.
* To assist the Section Manager and Head of School in the initiation, planning and development of new courses within the area of Business.

# GENERIC DUTIES

# Recruitment of Students

* Participate in open evenings and recruitment activities to ensure that potential applicants and students receive accurate information and guidance.
* 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.

# Induction and Support for Students

* Carry out student inductions and contribute to the design of induction programmes.
* Carry out academic progress reviews, including the completion of necessary documents.
* 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 Centres.
* Prepare students for employability, career progression and/or further education and training.
* Produce reports and attend events to provide information to parents/employers.
* Contribute, where appropriate, to the School’s enrichment programme for students.

.

# Design and Delivery of Programmes

* Teach on a range of courses in Business.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes, ensuring employability is embedded into the curriculum.
* Utilise IT and e-learning to deliver elements of the curriculum.
* Integrate maths and English into the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Implement the School’s assessment and homework policies.
* Carry out formative and summative (tests, coursework and exams), assessment of students and use target setting to maximise success.
* Monitor students’ attendance, progress and achievement. Use tracking software for ILPs and assessment and prepare relevant reports.
* Contribute to curriculum development, including schemes of work and marketing of courses.
* Take a leadership role on specific courses.
* To ensure that students attend and achieve on all areas of their study programmes including maths, English and work experience.

# Curriculum

* Attend team meetings, School staff 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 books and predicted grade sheets
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.

# 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 the improvement of 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.
* Participate in the School’s staff development programme.
* Take an active part in the appraisal and mentoring processes.
* Promote Equality and Diversity and Safeguarding & Prevent, and implement the College’s Equality and Safeguarding policies.
* Provide a secure, safe and friendly learning environment including implementation of College’s Safeguarding Policy and Health & Safety Policy.
* 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.

**Lecturer: Business**

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | Desirable | How assessed\* |
| Qualifications |  |  |  |
| * A degree in Business or related subject area | **✓** |  | AF/Cert |
| * An advanced level teaching qualification recognised   by the FE sector (e.g. DET, PGCE)\*\* | **✓** |  | AF/Cert/T |
| * Assessor award (A1 or equivalent) |  | **✓** |  |
| Knowledge, Skills and Experience |  |  |  |
| * Successful teaching experience in Business, including experience of delivering BTEC qualifications, and ability to ensure high rates of attendance, retention and achievement | **✓** |  | AF/IV |
| * Up-to-date knowledge of Business and evidence of   continuing professional development | **✓** |  | AF/IV |
| * Previous experience of working in Business | **✓** |  | AF/IV |
| * A background in accountancy |  | **✓** | AF/IV |
| * The ability to engage and inspire vocational learners aged 16-18 | **✓** |  | AF/IV/T |
| * Ability to take on course leadership responsibilities | **✓** |  | AF/IV |
| * Good communication skills, written and verbal | **✓** |  | AF/IV/T |
| * Good planning and organisational skills | **✓** |  | AF/IV |
| * Good classroom practice | **✓** |  | IV/T |
| * Good IT skills | **✓** |  | AF/IV |
| * Ability to use IT within the curriculum including ability to deliver effective teaching online | **✓** |  | AF/IV/T |
| * Ability to work effectively as part of a team | **✓** |  | AF/IV |
| * Understanding of the importance of Equality and Diversity and Safeguarding in an education environment | **✓** |  | AF/IV |
| * Self-motivation | **✓** |  | IV |
| * Commitment to learners and learner achievement. | **✓** |  | IV/AF/T |
| **Competencies**  Academic staff should be able to demonstrate competency in 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 assessment at interview)

Cert = Certificates checked at interview stage

\*\*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.