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# Job Description

### **Lecturer in Business and Economics (A Level)**

### Title of Post: Lecturer in Business and Economics (A Level)

School: Sixth Form

Hours: This post is full time (36 hours per week, 52 weeks per year).

Grade: Academic Pay Scale pt. 23 - 36

Reporting to: Section Manager - Humanities

Base: Uxbridge

# BACKGROUND

The Sixth Form is responsible primarily for the delivery of A Level, AS, GCSE and BTEC Science courses and is based at the Uxbridge site. AS and A level accounts for 50% of the enrolments across 15 A level subjects. It has a track record of achieving strong results which places the Sixth Form in the top 10% of colleges nationally for A level progress. Qualification achievement rates for very many of the courses offered are significantly above sector averages.

Business and Economics are popular subjects at both AS and A Level and supports a substantial number of our learners to progress to business related qualifications at university. Economics is an integral part of our curriculum offer within the Humanities section of the Sixth Form, but we are keen for the uptake of the subject to grow. For all Business and Economics qualification offered, we follow the Pearson Edexcel specifications.

The successful candidate will be joining a friendly and supportive team of approximately 25 lecturing and support staff who are all committed to the success of our learners. You will be embarking on a varied and rewarding career. You will be supported to develop your career in teaching, including fully funding the Level 5 teacher training qualification, which is undertaken at the College. An experienced teacher or an enthusiastic new entrant to the profession would be welcomed.

# 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.

# DUTIES

# Design and Delivery of Programmes

* Teach on a range of programmes in the relevant subject area, including AS and A level Business and Economics.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and learning technology to deliver elements of the curriculum.
* Where appropriate integrate the delivery and assessment of key/core skills into the curriculum.
* Prepare assessment plans and schedules and ensure students are aware of your expectations.
* Assess students’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of students’ basic skills’ development in the delivery of teaching and learning.

# 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 College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

# Induction and Support for Students

* Carry out student inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* 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.

# Curriculum Management

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* 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.

# Other

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* 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
* Complete all documents necessary to comply with College 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 in Business and Economics (A level)

##### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed?\* |
|  |
| **Qualifications**   * A degree in Business or Economics in a related subject (i.e. Actuarial Science, Finance, Accounting) | **✓** |  | Cert/AF |
| * GCSE English and Maths at Grade C/4 or equivalent, or willing to achieve | **✓** |  | Cert/AF |
| * Minimum Level 5 level teaching qualification recognised by the FE sector (e.g. DET, PGCE\*\*), or willingness and ability to obtain qualification, supported by the College | **✓** |  | Cert/AF |
|  |  |  |  |
| Knowledge and Experience |  |  |  |
| * Successful experience of teaching A level Business and Economics to A Level | **✓** |  | AF/IV |
| * Ability to demonstrate excellent teaching and learning which evidences the raising and/or maintaining of student achievement and progress | **✓** |  | AF/IV |
| **Other Skills and Abilities** |  |  |  |
| * Good communication skills, written and verbal | **✓** |  | AF/IV |
| * Good interpersonal skills | **✓** |  | IV/T |
| * Ability to use IT / e-learning within the curriculum | **✓** |  | IV/T |
| * Good administration/organisational skills | **✓** |  | AF/IV |
| * Tutoring experience |  | **✓** | AF |
| * Ability to work effectively as part of a team | **✓** |  | AF/IV |
| * Commitment to continuing professional development | **✓** |  | AF |
| * Understanding of the importance of Equality and Diversity and Safeguarding in education | **✓** |  | AF/IV |
| * Self-motivation | **✓** |  | AF/IV |
| * The ability to engage and inspire students aged 16-19 | **✓** |  | AF/IV/T |
| * Commitment to learners and learner achievement | **✓** |  | IV |
| **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:

Cert = Certificates checked on induction

AF = Application Form

IV = Interview

T = Test (Presentation delivered 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.