

**COLLEGE OF FURTHER EDUCATION****LECTURER IN BUSINESS STUDIES****LECTURER SCALE 5-14****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

A lecturer is required to take an important role in delivering a wide range of Business provision, including, full time, responsive and school provision. The department delivers BTEC, CMI, CIPD qualifications across levels 2 to 5. Working with the Programme Leader and the wider team, the lecturer will plan, provide and monitor high quality teaching and assessment of students work. The lecturer will also provide support and guidance in preparing students for further/higher education, training or employment. The lecturer will have an outward facing approach to engaging learners in the wider community and vice versa to ensure that learners gain a vocationally relevant and enriching experience.

**TEACHING AND LEARNING:**

- To plan, prepare and teach lessons at all levels appropriate to qualifications or experience for 36 hours per week, (maximum 25 hrs teaching per week, subject to a maximum 826 teaching hours per year) in accordance with the agreed contract.
- To plan, develop and deliver appropriate learning plans for individual students.
- To contribute to the development, implementation and review of policies and schemes of work inclusive of those that may cover multiple qualification suites.
- To monitor and assess the achievement of students, and to record and report the development, progress and attainment of students in accordance with the College's assessment policies and in line with the principles of Assessment for Learning.
- To make use of current technology to enhance teaching and learning.
- To be a tutor to an assigned group of students and to carry out the associated academic and pastoral responsibilities as required.
- To implement the College's inclusion and equal opportunity policies.

- To ensure that teaching assistants or other support staff and visiting speakers are used effectively in the learning environment.
- To work with the department to maintain an appropriate learning environment.

### **PROFESSIONAL LEARNING AND DEVELOPMENT:**

- To participate in the Professional Development Review scheme.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which should lead to improvements in teaching and learning.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the College/programme self-evaluation review and action plans and the performance management process.
- To contribute to programme area/college development by sharing professional learning, expertise and skills with others in the team.
- To take on Lecturer Plus responsibilities in line with the needs of the department if required.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To maintain a continuing professional development portfolio of evidence in line with the awarding organisation requirements.

### **ADMINISTRATION:**

- To make effective use of ICT to implement the College assessment, recording and reporting procedures in line with examining body requirements.
- To keep an accurate register of students in accordance with the College's policy.
- To participate in appropriate meetings with colleagues, parents and agencies for the benefit of the learners.
- To participate in exhibitions/conventions/open days as required.
- To substitute for absent colleagues as required.
- To liaise with employers and other outside agencies.

### **HEALTH, SAFETY AND WELFARE:**

- To comply with procedures on all matters concerning health, safety and welfare.

- To undertake risk assessment strategies for the programme area in relation to teaching and learning.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

### **RESPONSIBLE TO:**

The Programme Leader.

### **ACCOUNTABLE FOR:**

- The delivery of high quality teaching and learning.
- The progress and attainment of learners for whom you have responsibility.
- Improving and extending professional effectiveness.
- Creating a safe environment for learners and to have concern for their welfare and wellbeing whilst under your guidance

### **KEY CRITERIA:**

#### **ESSENTIAL**

1. Relevant professional vocational qualification in Business and/or related subjects.
2. A teaching qualification at level 5 or above (or working towards).
3. Experience of delivering teaching and assessing Business and related subjects.
4. Relevant vocational experience in Business or related subjects.
5. Experience of developing and implementing effective planning, delivery and evaluation of high quality programmes in line with local industry demands.
6. Ability to make effective use of ICT to enhance teaching and learning.
7. Ability to demonstrate effective strategies to achieve high quality teaching and learning outcomes.
8. Evidence of recent continuing professional development.
9. The ability to work as part of a team producing positive results for learners.
10. Effective communication skills to develop and maintain positive working relationships with a wide range of people, including staff, parents, students and wider community where appropriate.

11. Effective organisational, time management and administrative skills.

12. Proven ability to work on own initiative.

**DESIRABLE**

1. A teaching/training qualification with QTLS status.

2. Assessment and verification qualifications. (TAQA)

3. Experience as an Internal Verifier.

4. Additional specialist qualifications, such as Finance, HR or Management.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.