

CINO102990 - Lecturer in Business (Maternity Cover)

Hours:	22.2 hours per week, 52 weeks per year
Salary:	£24,047 - £29,510 Pro-rata
Actual Salary:	£14,428.20 - £17,706.00 Per annum
Duration:	Fixed Term – 1st January 2021 until 1st December 2021
Location:	Colchester

Are you ready for your next career move in a dynamic and rewarding environment?

This is an exciting opportunity to play a role in boosting the opportunities and self-belief of young people as an enthusiastic Lecturer in Business.

Colchester Institute's mission to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include placing the success and wellbeing of students and an outstanding student experience at the heart of our choices.

We are looking for someone who can provide inspirational teaching on a range of Business subjects on Level 2-3 FE courses. To undertake other duties associated with the role of a Band 1 Lecturer.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

Closing date:	6th December 2020
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To apply please complete our Application form and return by email to jobline@colchester.ac.uk or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

Download Application Form (.docx)	Download Application Form (PDF)
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All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Lecturer in Business (Maternity Cover)
Regulated Activity:	Yes
Responsible To:	Assistant Area Head of Business
Line Management of other staff:	No
Location:	Colchester
Salary:	Range L23 - 30

Purpose Statement:

To provide inspirational teaching on a range of Business subjects on Level 2-3 FE courses. To undertake other duties associated with the role of a Band 1 Lecturer.

Main Duties & Responsibilities:

1	Teach effectively across a range of Business courses at FE level within the Area. This includes designing schemes of work/learning plans, session plans, assessment material, preparation of resources, delivery, marking and student interviewing/guidance.
2	Carry out appropriate assessment activities including marking students' work, designing and setting assessed work.
3	Monitor standards of students' work against awarding body guidelines using effective tracking systems and working closely with programme managers and the lead verifier. Clear expectations are given to students.
4	Ensuring aspirational targets are set, promoted and monitored for all students.
5	Provide effective personal and academic support for student groups through Individual Learning Plans as well as providing support and guidance to students during teaching, delivering and assessment activities.
6	Ensure the effective and efficient management and administration of the units taught.
7	Support programme managers through innovative approaches to the existing curriculum and the development of new areas of study.
8	Promote Business courses at the College through schools liaison, open events, student interviews and any other marketing and publicity activities as required.
9	Liaise with industry/employers for quality work experience/placements and organise enrichment opportunities e.g. live projects, talks and trips for students.

10	As part of a course team, undertake pastoral, administration and curriculum development responsibilities.
11	Participate in periodic and annual evaluation procedures and processes and communicating outcomes to senior colleagues as required.
12	To call, attend and contribute to team meetings as appropriate.
13	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
14	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Colchester Institute Person Specification

Position: Lecturer in Business (Maternity Cover)

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in Business subject or equivalent	✓		A / I
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A / I
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course	✓		A / I
2:1 degree or above		✓	A / I
Teaching Observations to reflect good to outstanding teaching		✓	A / I
Experience			
Experience of delivering Business related subjects reflecting recent changes in industry and including the use of modern technology	✓		A / I
Experience of undertaking a pastoral role and effectively using individual learning planning to raise achievement	✓		A / I
Evidence of relevant Continual Professional Development (CPD) and use of technology to enhance learning	✓		A / I
Experience of managing and motivating young learners	✓		A / I
Experience of teaching level 2 and BTEC level 3 business studies		✓	A / I
Knowledge and Skills			
Proven ability to enthuse and inspire FE learners using a range of innovative teaching and learning techniques	✓		A / I

Evidence of a strong commitment to assessment for learning through effective monitoring and feedback to student on their progress	✓		A / I
Ability to teach at least eight of the following units: <ul style="list-style-type: none"> • Personal Selling/Customer Service • Exploring Business • Develop a Marketing Campaign • Personal & Business Finance • Recruitment & Selection • Investigating Retail Business • Managing an Event • International Business • Starting a new Business • Digital Marketing • Visual Merchandising 	✓		A / I
Proven ability to make strong industrial links to support curriculum design and vocational relevance.	✓		A / I
Excellent interpersonal, oral and written communication skills	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		A / I
Excellent IT Skills	✓		A / I
Personal Attributes			
A strong commitment to equality and diversity	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities	✓		A / I
Ability to work flexibly to meet changing needs and work demands	✓		A / I
Continuously improving and commitment to own personal and professional development	✓		A / I

KEY:

A	Application
I	Interview

P	Presentation/Micro-teach
T	Test