

Loughborough College

Job Description

1. Job Details

Job Title:	Higher Education Business and Marketing Lecturer
Department:	Higher Education
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Pay Grade:	G5
Date of Job Evaluation:	October 2022
Annual Salary:	£25,847 to £31,557 per annum
Date:	November 2022

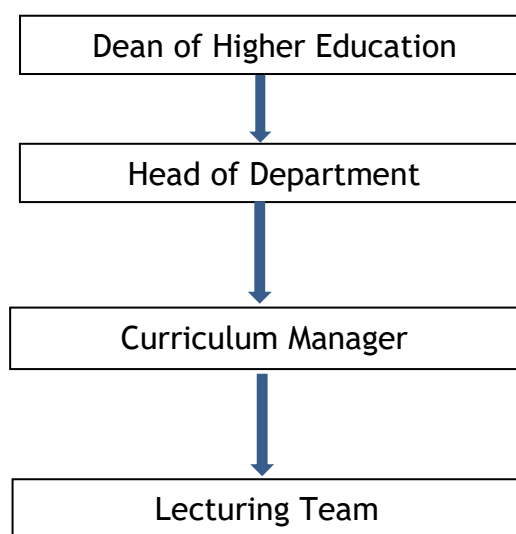
2. Job Purpose

To deliver inspiring teaching and learning to a range of learners across our Higher Education business and management provision.

3. Dimensions

Not applicable.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- To deliver high quality and challenging learning experiences for the delivery of level 4, 5 and 6 business, marketing and management topics.
- To implement appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods.

- To collaborate with staff in the development of excellent learning materials utilising a range of media.
- To support the development and planning of teaching and learning including standardised schemes of work.
- To prepare and plan innovative and effective lessons.
- To comply with exam entry and student tracking.
- To operate and comply with the College’s administrative systems and quality assurance systems/ standards.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To actively support and promote the College’s commitment to equality of opportunity and diversity.
- To promote and safeguard the welfare of children, young people and vulnerable adults.
- To promote British Values and adhere to the PREVENT strategy as necessary.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.

7. Key Result Areas

Action

Carry out planning, preparation, delivery, and assessment of effective learning sessions

Apply effective differentiation and stretch and challenge techniques

Monitor progress in lessons and disseminate learner progress with key staff

Contribute to the development of assessments/assessment strategies and provide high quality feedback

Participate in moderation and internal verification to meet Quality standards

Participate in staff development opportunities

Result

Students achieve their academic goals

All students achieve to the best of their ability

Students are on track to achieve their target grades

Students can meet their targets and progress

Awarding Organisation criteria are met and academic standards maintained

Teaching and learning strategies and methods are up to date and maintained to the highest standards

8. Key Working Relationships and Communications

Internal: Dean of Higher Education, Head of Department, Curriculum Manager, Curriculum Staff, Administration Staff, Support Services Staff

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in a relevant subject area (or equivalent qualification)	•		Application
2.	Possess a PGCE or equivalent teaching qualification, or be willing to work towards one.	•		Application
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application
EXPERIENCE				
4.	Experience of teaching business, marketing and management topic areas at level 4 and 5.	•		Application
5.	Experience in a relevant vocational industry setting or academic background	•		Application
6.	Experience of supporting and managing diverse groups of students	•		Interview
7.	Proven experience of motivating students to achieve excellent results	•		Interview
8.	Experience contextualising and embedding learning to meet specific learning needs	•		Interview/ Task
9.	Evidence of effective use of ICT/ILT in all aspects of work		•	Interview/ Task
10.	Experience of collaborating with teaching colleagues from other subject areas		•	Interview/ Task
SKILLS & KNOWLEDGE				
11.	Excellent teaching and learning skills	•		Interview/ Task
12.	Experience of active learning and assessment methods	•		Interview/ Task
13.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
14.	Work flexibly and to deadlines	•		Interview
15.	Excellent planning, administration and organisational skills	•		Interview/ Task
16.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
17.	Work autonomously and as a part of a cross-curricular team	•		Interview
18.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
BEHAVIOURS				
19.	Work effectively with colleagues as part of team	•		Interview
20.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview

21.	Comply with professional standards at work	•		Interview
22.	Show commitment to the improvement and maintenance of standards	•		Interview
23.	Promote the College's equal opportunities policy and practices	•		Interview
24.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in November 2022 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature	<i>Mat Hobday</i>	Date	17 th November 2022