

19-049RR Hourly Paid Teacher in Business

Hours:	0 - 20 hours per week
Salary:	£22.8927 - £24.9624 per hour
Duration:	Permanent
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.

The will include preparing appropriate teaching material while carrying out teaching appropriate to the requirements of individual courses and students.

In addition we are looking for someone who has recent work experience in the relevant vocational area as well as experience of managing and motivating young learners.

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.

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 \(PDF\)](#)

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:	Hourly Paid Teacher in Business
Regulated Activity:	Yes
Responsible To:	Assistant Area Head of Business
Line Management of other staff:	No
Location:	Colchester
Salary:	Range E92 – E95

Purpose Statement:

To provide inspirational teaching on a range of Business subjects on Level 2-3 FE courses

Main Duties & Responsibilities:

1	To carry out teaching appropriate to the requirements of individual courses and students.
2	To prepare appropriate teaching material.
3	To set, mark, record and return relevant coursework and assessments within agreed guidelines.
4	To maintain appropriate student attendance records as required.
5	To maintain student discipline.
6	To attend, as required, up to 3 meetings a year as specified by the Head of Area. They may include parents' evenings, course review meetings and curriculum development meetings.
7	To take part in the College's appraisal scheme and staff development programme as appropriate.
8	To refer to the appropriate full-time lecturer (Course Tutor, Personal Tutor, Programme Manager) student progress as required and any incident or behaviour which may require further investigation, support or counselling.

14	To develop and update personal professional expertise in the relevant areas.
15	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
16	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: Hourly Paid Teacher in Business

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in Business or equivalent	✓		A
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
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course	✓		A / I
2:1 Degree		✓	A / I
Experience			
Recent work experience in the relevant vocational area.	✓		A / I
Recent teaching or training experience.	✓		I
Ability to teach at least four of the business subject areas on programmes: <ul style="list-style-type: none"> • Customer Service • Business Start-up • Business Environment • Developing teams in Business • Marketing/Sales & Promotion • Managing an event • Business Resources • Business On-line • International Business • Basic Accounting • Business Law 	✓		A / I
Experience of teaching BTEC and/or OCR level 2 and level 3 business studies.		✓	A / I
Knowledge and Skills			
Very high levels of computer literacy in order to model best practice with an ability to use Microsoft packages for spread sheets, databases and team sites.	✓		I

Excellent interpersonal, oral and written communication skills	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I
Personal Attributes			
Able to demonstrate an ability to enthuse, inspire and develop others.	✓		I
A strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test