

Loughborough College

Job Description

1. Job Details

Job Title:	Lecturer in Business Studies
Department:	Sport, Business and Esports
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Hay Grade:	G3/G4
Date of Job Evaluation:	May 2018
Annual Salary:	£23.94 per hour
Date:	October 2021

2. Job Purpose

To deliver inspiring teaching, learning and assessment in the Business curriculum area.

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
- To lead and devise appropriate assessments and assessment strategies and feedback to learners through a variety of formative and summative assessment methods

- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate
- To undertake curriculum area responsibility duties as designated by the Programme Area Leader/Curriculum Manager
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum
- To play a key role in quality assurance and quality improvement, for example IQI and lead IQI role
- To comply with and develop best practice administrative and quality assurance systems
- To undertake and deliver 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 modify duties and responsibilities as required to meet new situations, in consultation with the Programme area leader/ Curriculum manager and college management
- To undertake any other course leader duties as designated by the Curriculum Manager

7. Key Result Areas

Action	Result
Deliver high quality teaching, learning and assessment, creating and applying effective differentiation and stretch and challenge techniques	To ensure all learners achieve to the best of their ability (achieving aspirational target grades)
Monitor progress in lessons and disseminate learner progress with key staff	To ensure learners are on track to achieve their target grades
Lead on development of assessments/assessment strategies and give high quality feedback	To ensure learners can meet their targets and progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in and deliver staff development opportunities	To ensure teaching and learning is up to date and maintained to the highest standards
To play a key role in quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met
Participate in department activities and meetings	Increased recruitment, broader knowledge of department

8. Key Working Relationships and Communications

Internal: Head, Deputy Head, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, and Support Services Staff

External: Awarding Bodies

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/ Certificates
2	Possess a PGCE or equivalent teaching qualification (or be willing to work towards one)	•		Application/ Certificates
3	Possess qualifications in English & Maths Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4	Experience of designing and delivering vocational/ academic programmes to learners	•		Application/ Interview
5	Experience of teaching within an FE/HE context	•		Application/ Interview
6	Experience in a relevant vocational industry setting or academic background	•		Application/ Interview
7	Experience of supporting and managing diverse groups of students		•	Interview
8	Experience of teaching and or training in a professional environment	•		Application/ Interview
9	Proven experience of motivating learners to achieve excellent results		•	Interview
10	Experience contextualising and embedding learning to meet specific learning needs		•	Interview
11	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/ Test
12	Experience of collaborating with teaching colleagues from other subject areas		•	Interview
SKILLS & KNOWLEDGE				
13	Excellent teaching and learning skills	•		Interview/ Test
14	Experience of active learning and assessment methods	•		Interview/ Test
15	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
16	Work flexibly and to deadlines	•		Interview
17	Excellent planning, administration and organisational skills	•		Interview
18	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
19	Work autonomously and as a part of a cross-curricular team	•		Interview
20	Provide clear and formative feedback on academic and pastoral issues	•		Interview
BEHAVIOURS				

21	Work effectively with colleagues as part of team	•		Interview
22	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
23	Comply with professional standards at work	•		Interview
24	Show commitment to the improvement and maintenance of standards	•		Interview
25	Promote the College's equal opportunities policy and practices	•		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 October 2021 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		Date	