

Job Description

Job Title:	Lecturer in Business
Responsible To:	Assistant Area Head in Business
Line Management of other staff:	No
Location:	Colchester
Salary:	£29,507 - £32,238 per annum
Date of last review:	March 2024

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 organisation guidelines using effective tracking systems and working closely with course leaders and the lead verifier. Clear expectations are given to students.
4	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 course leaders through innovative approaches to the existing curriculum and the development of new areas of study.
8	Promote Business courses at the College through school 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.

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12	To call, attend and contribute to team meetings as appropriate.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	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

Person Specification

Job Title: Lecturer in Business

Qualifications	Essential	Desirable	How is this assessed?
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
A business or related degree/Level 5 qualification.	✓		A
Experience	Essential	Desirable	How is this assessed?
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
Experience of managing and motivating groups of young learners.	✓		A / I
Ability to teach a range of the following units: Exploring Business Developing a Marketing Campaign Personal & Business Finance Managing an Event International Business Principles of Management Business Decision Making Recruitment & Selection Process Team Building in Business Pitching for a New Business Training & Development Digital Marketing Employment/Business Law Work Experience	✓		A / I
Experience of teaching level 2 and BTEC level 3 business studies		✓	A / I

Knowledge and Skills	Essential	Desirable	How is this assessed?
Good communication skills including written, oral and presentation skills.	✓		A / I
Good IT skills.	✓		A / I
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
Proven ability to make strong industrial links to support curriculum design and vocational relevance.	✓		A / I
Special Requirements	Essential	Desirable	How is this assessed?
A willingness to undertake flexible hours as required.	✓		A / I
A willingness to travel to other sites if required.	✓		A / I
Plan, organise and supervise students on trips including overseas.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		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:

R&S 3

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