

### **Colchester Institute Job Description**

<b>Job Title:</b>	Hourly-paid Teacher in Business
<b>Regulated Activity:</b>	Yes
<b>Responsible To:</b>	<i>Assistant Area Head of Business</i>
<b>Line Management of other staff:</b>	No
<b>Location:</b>	Colchester & Braintree
<b>Salary:</b>	Range 23-26

#### **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 an Hourly Paid Teacher.

#### **Main Duties & Responsibilities:**

<b>1</b>	To prepare appropriate teaching material.
<b>2</b>	To carry out teaching appropriate to the requirements of individual courses and students.
<b>3</b>	To maintain appropriate student attendance records as required.
<b>4</b>	To maintain student discipline.
<b>5</b>	To set, mark, record and return relevant coursework and assessments within agreed guidelines.
<b>6</b>	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.
<b>7</b>	To take part in the College's appraisal scheme and staff development programme as appropriate.
<b>8</b>	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.
<b>9</b>	To observe all of the College's policies including Health and Safety and Equal Opportunities.
<b>15</b>	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
<b>16</b>	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?
<b>Qualifications</b>			
A business or related degree (or equivalent) and / or professional qualification at least to level 5	✓		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
Teaching qualification or a willingness to achieve in post	✓		A
<b>Experience</b>			
Recent work experience in the relevant vocational area	✓		A / I
Recent teaching or training experience preferred	✓		A / I
Experience of managing and motivating young learners	✓		A / I / T
Ability to teach at least four of the business subject areas on programmes: <ul style="list-style-type: none"> <li>• Exploring Business</li> <li>• Developing a Marketing Campaign</li> <li>• Personal &amp; Business Finance</li> <li>• Managing an Event</li> <li>• International Business</li> <li>• Principles of Management</li> <li>• Business Decision Making</li> <li>• Recruitment &amp; Selection Process</li> <li>• Team Building in Business</li> <li>• Investigating Retail Business</li> <li>• Pitching for a New Business</li> <li>• Investigating Customer Service</li> <li>• Training &amp; Development</li> <li>• Digital Marketing</li> <li>• Employment/Business Law</li> </ul>	✓		A / I

## R&S 3

Knowledge and Skills			
Excellent oral communication skills, including written, oral and presentation skills	✓		I
Written communication skills relevant to the course level	✓		I
Able to demonstrate an ability to enthuse, inspire and develop others	✓		I
Good IT 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			
A strong commitment to diversity, equity and inclusion	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Show a commitment to professional development within area of specialism and college initiatives related to standards of delivery of teaching and supported learning	✓		I
Must be prepared to teach evening classes and on various campuses	✓		I

KEY:

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