

Colchester Institute Job Description

Job Title:	Lecturer in Business
Regulated Activity:	Yes
Responsible To:	Head/Assistant Head of Business
Line Management of other staff:	No
Location:	Colchester
Salary:	Range L23-30

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 2 Lecturer.

Main Duties & Responsibilities:

1	Teach effectively across a range of Business courses at FE level across the Area. This includes designing schemes of work/learning plan, 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 body guidelines using effective tracking systems and working closely with 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 tutorial 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 and programme of study requirements are met for a range of groups.
7	Assist the Area Head and Assistant Area Head in leading the programme management of Business programmes.
8	Lead on curriculum development in Business through innovative approaches to the existing curriculum and the development of new areas of study.
9	Promote Business courses at the College through schools liaison, open events and any other marketing and publicity activities as required.

10	Liaise and organise with industry/employer's quality work experience/industrial placements and enrichment opportunities e.g. live projects, talks and trips for students as part of their programme of study.
11	Lead team meetings as appropriate.
12	Be responsible for undertaking quality monitoring and action planning on all aspects of the programme, and supporting and mentoring team members.
13	Participate in periodic and annual evaluation procedures and processes and communicating outcomes to senior colleagues as required.
14	Adhere to and promote the College's Safeguarding, Equality & Diversity, 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