

CINO115603 – Hourly Paid Teacher in Business

Hours:	0 – 20 Hours per week
Salary:	£23.35 - £25.46 Per hour of teaching
Duration:	Permanent
Location:	Colchester/Braintree

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 Teacher in Business.

Colchester Institute's mission is to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include being student-focused with students at the heart of our decisions and priorities and being an employer that recognises, values and develops our staff.

Our Business and Accounting courses are delivered by tutors with strong backgrounds in a range of business sectors and their professional expertise is valued by our students. Further Education programmes include nationally recognised BTEC diplomas in Business.

The successful applicant will have a business or related degree, recent work experience in Business and will also have recent teaching or training experience.

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.

Closing date: 21st September 2021

To apply please complete an Application form on our website.

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/Braintree
Salary:	Range E92 – E95

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:

1	To prepare appropriate teaching material.
2	To carry out teaching appropriate to the requirements of individual courses and students.
3	To maintain appropriate student attendance records as required.
4	To maintain student discipline.
5	To set, mark, record and return relevant coursework and assessments within agreed guidelines.
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.
9	Adhere to and promote the College's Safeguarding, Equality & Diversity and Health & Safety policies and practices.
10	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 a relevant subject 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
Experience			
Recent work experience in the relevant vocational area.	✓		A
Recent teaching or training experience.	✓		A
Experience of managing and motivating young learners.	✓		A / 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 • Retailing/Visual Merchandising • Marketing/Sales & Promotion • Managing an event • Business Resources • Business On-line • International Business • Basic Accounting • Business Law • Website Design Strategy 	✓		A / I
Experience of teaching BTEC and/or OCR level 2 and level 3 business studies.		✓	A / I

Knowledge and Skills			
Able to demonstrate an ability to enthuse, inspire and develop others.	✓		I
Excellent interpersonal, oral and written communication skills	✓		I
Excellent 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
Knowledge of and ability to implement the criteria of awarding bodies.		✓	A / I
Personal Attributes			
Must be prepared to teach evening classes.	✓		I
A strong commitment to equality and diversity and how it affects classroom practice.	✓		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