

Westminster Kingsway College - Job responsibility outline.

Title: Lecturer – A Level Economics and Business

Purpose of the Job:

Based at the King's Cross Centre, you will be responsible for providing effective teaching, support and assessment in A level Economics and Business.

Department:

A Levels

Reporting To:

Programme Manager –Humanities

Main Tasks

Summary: -

1. To provide effective and innovative excellent teaching and assessment to a range of A Level FE learners.
2. To act as a tutor to a group of students.
3. To work to improve retention, progression, distance travelled and pass rates.
4. To contribute to appropriate administration tasks including writing regular references and reports on students for parents, employers, etc and for any other purposes.
5. To participate in the interviewing and enrolling of students and assisting in advice sessions.
6. To contribute to the planning and development of the Humanities curriculum.
7. To develop resources including e-learning resources for all courses that you teach on.
8. To maintain accurate and up to date registers and prepare statistical returns.
9. To comply with College quality monitoring policies and procedures.
10. To actively participate in the appraisal scheme and actively seek CPD opportunities to keep you up to date with Teaching, Learning and Assessment practices including e-learning strategies.
11. To attend course team/ departmental meetings as appropriate.

The post holder will also be expected to:

- 1 demonstrate model behaviours at all times, that are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 4 abide by the College's data protection policy;
- 5 actively participate in the appraisal scheme;
- 6 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety, and to undertake recommended Health and Safety training as and when necessary;
- 7 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College;
- 9 work within the College values;
- 10 all lecturers appointed to the College **can** be required to teach a broad range of courses within the curriculum area to a variety of age groups;
- 11 **All teaching staff at the College are expected to support students to develop their English and Maths skills**, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification: Lecturer – A Level Economics and Business

Area to be assessed	Essential	Desirable	How this will be assessed*
Qualifications	1. An Honours Degree in a related subject. 2. A recognised teaching qualification.		AF AF
Professional development	3. Experience of ongoing professional updating and development in relevant fields including e-learning.		AF, I
Knowledge	4. An interest in and an understanding of the learning needs of students at this level. 5. Good knowledge of curriculum topics in Economics and Business. 6. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 7. An awareness of safeguarding and how it relates to the work of this post in a further education College. 8. An awareness of how employability skills can be embedded into the subject area.		AF, I, T I, T AF, I AF, I AF, I
Experience	9. Experience of teaching A Level Economics and Business to students aged 16 and above. 10. Experience of preparing students for formal assessment. 11. ICT literacy, including experience of using e-learning in the classroom. 12. Excellent classroom skills with the ability to employ a range of teaching strategies that stretch and challenge learners and to support students in the promotion of active learning.	<ul style="list-style-type: none"> Experience of successfully supporting students' progress through tutoring. 	AF, I, T AF, I AF, I, T I, T
Skills and Qualities	13. An ability to design, develop and deliver high quality teaching materials including e-learning materials. 14. The ability to teach enthusiastically and professionally, with effective classroom management that ensures all learners make good progress. 15. The ability to effectively plan and develop differentiation within lessons that aid the distance travelled of each learner. 16. Good interpersonal skills and written and oral communication skills. 17. Good organisational skills and high attention to detail. 18. Excellent administrative and IT skills. 19. The ability to plan and monitor one's own workload to ensure that deadlines are met. 20. The ability to work effectively as a team member. 21. A flexible approach to work in order to achieve deadlines. 22. The ability to maintain records and produce relevant documentation as required.	<ul style="list-style-type: none"> Ability to use IT systems such as Pro-Monitor, Moodle, Google Classroom etc 	AF, T I, T I, T AF, I, T AF, I, T AF, I, T I I I I

*AF (Application form), I (Interview), T (Task).