

JOB TITLE: Associate Lecturer – Business

ROLE OVERVIEW

Job Title: Associate Lecturer

Grade:

Contact Hours: Variable (13 – 26hours pw)

Contract: Teaching and Learning

Faculty: Business, Tourism & Adventure

Responsible to: Head of Faculty

Functional Links with: Curriculum Area Managers, Deputy Head of Faculty, All faculty staff

KEY ROLE OBJECTIVES

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

MAIN RESPONSIBILITIES:

Provide teaching, learning and assessment.

1. Teaching, Learning and Assessment

1.1 Provide teaching and learning whether in a classroom or a workshop.

1.2 Prepare schemes of work, lesson and assessment plans.

- 1.3 Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.4 Provide appropriate academic and/or vocational support to individual students, referring them, where appropriate, to other agencies.
- 1.5 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.7 Participate in appropriate quality assurance procedures.
- 1.8 Prepare learners for a range of accreditation and assessments
- 1.9 Maintain accurate and detailed student records, including the completion of reports and references.
- 1.10 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.11 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

MANDATORY DUTIES

- 1.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.

- 1.2 Commitment to equal opportunities.

ADDITIONAL DUTIES

- 1.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- 1.2 Be responsible for safeguarding and promoting the welfare of students.
- 1.3 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
- 1.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Person Specification

JOB TITLE – Associate Lecturer – Business

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Experience teaching or training in Business (A/I)

Desirable Criteria

- Recent experience working within a relevant industry (A)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Ability to motivate and inspire learners (A/I)
- Planning, organisation and time management skills (A/I)
- Ability to work to deadlines (A/I)

Desirable Criteria

- IT Literate – use of databases (e.g. OneFile), competent user of Microsoft office (Word, Excel, Access, Outlook and PowerPoint) (A/I)

Personal Qualities

Essential Criteria:

- Enthusiasm and drive for subjects taught (I)
- Excellent time management (A/I)
- Flexible approach to working arrangements (I)

Desirable Criteria:

- Willingness to undertake further training if necessary (A/I)

Qualifications

Essential Criteria

- Teaching qualification or willingness to work towards one (if part/introductory qualification)
- GCSE English & Maths at C/4 grade or above (or equivalent)

Desirable Criteria

- Professional or academic qualification appropriate to subject area (A/I)

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.