

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Fractional Lecturer in Business Studies (0.6)
<b>GRADE:</b>	Harmonised Salary Scale Point 15 – 34 pro rata
<b>WORK ARRANGEMENTS:</b>	22.2 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Business, Professional and Service Industries
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>RESPONSIBLE FOR:</b>	Development and delivery of the curriculum and group management.  Student support and general administrative duties associated with the academic function.

## **PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Student support and general administrative duties associated with the academic function.
3. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

## **DUTIES AND RESPONSIBILITIES**

### **Delivery of the Curriculum**

1. Producing schemes of work and maintaining records of work for each area of scheduled teaching.
2. Developing and evaluating student learning materials and assignments appropriate to a range of learning situations.
3. Contributing to the delivery of the programme of learning in accordance with College policies.
4. Teaching in designated areas deploying an appropriate range of teaching and learning styles.
5. Maintaining academic records including registers, records of work, student and course reports and records, and any other records which may be required from time to time.
6. Preparing and marking College devised examinations and other assessment procedures.

7. Returning assessed work promptly to students indicating proposals for improvement.
8. Assessing and verifying assessments as a member of the programme team.
9. Planning and organising enrichment, enterprise and fundraising activity, trips and visits and other related activities.

### **Supporting the Curriculum**

1. Participating in programme team(s) and contributing towards the planning, development and administration of programmes and assessment of students work.
2. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
3. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
4. Assisting with visits from and to schools, taster courses and work experience for potential students.

### **Student Support**

1. Acting as personal/ subject tutor to nominated groups and individual students.
2. Participating in the guidance and interviewing processes to ensure that students and prospective students join appropriate learning programmes.
3. Participating in reporting processes to provide feedback for parents and other stakeholders.
4. Liaising with parents and employers at parents, careers and other similar events at schools and at the College.

### **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Fractional Lecturer in Business Studies (0.6)	<b>Department:</b>	Sixth Form and Access to HE
--------------	---	--------------------	-----------------------------

<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Relevant Degree or equivalent in a Business Discipline	<b>E</b>	<b>A/I</b>
Post Graduate qualification	<b>D</b>	<b>A</b>
A1/V1 Awards (TDLB D32, D33, D34)	<b>D</b>	<b>A</b>
PTLLS or PGCE, or B. Ed Teaching Award	<b>E</b>	<b>A</b>
Certificate in Education	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Recent experience in teaching AS and A2 Business	<b>E</b>	<b>A</b>
Ability to deliver a further A level subject	<b>D</b>	<b>A/I</b>
Relevant commercial/industrial experience	<b>D</b>	<b>A</b>
<b>Skills/Knowledge:</b>		
Ability to teach business AS and A2	<b>E</b>	<b>A/I</b>
Ability to teach business subjects competently on a full range of business programmes at Level 4 / 5	<b>D</b>	<b>A/I</b>
Willingness to develop abilities in new subject areas	<b>E</b>	<b>A/I</b>
A working knowledge of IT	<b>E</b>	<b>A/I</b>
Understanding of A level awarding bodies requirements and assessment principles	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Good Administrative and record keeping skills	<b>E</b>	<b>A/I</b>
Ability to work in a team	<b>E</b>	<b>A/I</b>
Having an enthusiastic and flexible approach to their work.	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential      D = Desirable      A = Application      I = Interview      T = Test**

<b>Produced by:</b>	Jo Kershaw	<b>Date Produced:</b>	04.02.2020
---------------------	------------	-----------------------	------------