

Job Description -

Lecturer in Business and Economics

Reporting to Head of Faculty for Business and Education**The key purposes of this role are to :**

Plan and deliver high quality teaching, learning and assessment on all the courses you teach.

Ensure a high level of positive student outcomes on your courses

Enhance the overall experience of students through your involvement in wider College life

Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference what we know about student needs and abilities in order to provide stretch and challenge for all
	Managing lessons to ensure that students are clear about expectations and make good progress
	The regular use of formative assessment to check learning
	Meeting College and team assessment/marking standards
	Providing clear guidance for LSWs supporting learning in your classes
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop the curriculum intent, literacy and numeracy and develop 'wider world' understanding (inc E&D/Prevent) across each course
	Ensuring high quality resources and (where relevant) vocational experiences are available to students.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline
	Liaising effectively with Parents, Senior Tutors, tutors, Student Journey team or SAMs to address attendance and performance concerns
Enhance the overall experience of students	Actively contributing to developing the Business curriculum based on national best practice in order to establish and maintain a reputation for excellence.

	Actively supporting students to engage with and contribute to the life of the College & beyond
	Actively contributing to the wider life of the College.
	Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies.
Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Administering courses or delegated projects in accordance with College, Exam board and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.
	Taking responsibility for elements of provision including care of particular resources and activities where required.
	Playing an active and positive role in the development of the Faculty and its courses
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

If you are a tutor, the Tutorial Job Spec will also apply. See below.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (inc student survey) • Parent feedback • SOW • Success Rate Data • Observation • Corero Notes, • Inspection reports • student retention and attendance data • Recruitment and retention • MIS • Team (inc assessment) records • Marking • UCAS Reference quality • Line manager, peer and cross-college feedback • Value Added • External Quality Reports (eg. E and Professional Studies)

Cirencester College Expected Competencies

In addition to the specific selection criteria, Cirencester College have a range of competencies we would expect from academic staff and which we will use to review performance. Incremental progression will be dependent upon having no significant weaknesses against these competencies.

Applicants will need to be able to demonstrate these competencies at application or interview stage and headline terms should be addressed in your letter

Values

- Promoting college values and act with integrity, honesty and respect.
- At all times promote the college reputation
- Showing leadership and resilience in difficult periods, setting standards of behaviour and attitude that others aspire to, and engaging in helping resolve wider College issues. Having a 'can-do' approach

Focus on students

- Identifying, understanding and giving priority to meeting the needs of our customers, to provide the highest standards of service
- Relentlessly focussing on adding value and improving outcomes for all students including closing equalities gaps
- Working with teams review, monitor and develop the whole student experience to ensure students enjoy their studies and reach their potential
- Continuously develop teaching, learning and assessment through training, sharing good practice and innovation

Job Description: Personal Tutor (Lecturer)

Reporting to: Pastoral Manager for this element of your role



The key purposes of this role are to:

- induct and integrate your students into the College and the transition to student life and **ensure that they survive and thrive** here
- **create tutor group identity** around student ambitions and interest and provide tutorial activities which build upon this
- **provide students with a clear line of sight** to employment, self-employment or HE; developing their confidence and relevant skills in order to get there. To manage their individual 'tutoring pathway' to ensure that it is fit for purpose
- **performance manage your group of students** to ensure that they maximise their full potential
- **safeguard** and promote the welfare, equality and diversity of all students at Cirencester College
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	This post is accountable for:
Ensuring students survive, thrive and progress	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Clearly and actively signposting support services, including learning support
	Contribute actively to College Induction Day and other student induction activities
	Liaising effectively with parents/carers and attend meetings/consultation evenings as appropriate
	Actively supporting students to engage with and contribute to the life of the College & beyond
	safeguarding and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for your tutees
create a tutor group identity	Providing clear frameworks for students in terms of expectations, policies and rights.
	Innovate and develop tutorial activities around student ambitions in order to equip them with the motivation, skills, experience and knowledge to successfully pursue their chosen path
	Developing an expertise in understanding routes into the career or HE path linked to your particular tutorial group(s)
	Ensuring that all tutees can identify with the tutorial group identity
	Delivering the basic tutorial programme
provide students with a clear line of sight to employment, self-employment or HE;	Closely monitor the quality of tutoring within your Faculty. Intervening whenever standards fall and providing staff development where needs are identified
	Proactively and robustly monitor attendance
	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
performance manage your group of students	Closely monitor the progress of individual students against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.

	Liaising effectively with Senior Tutors, lecturers, Student Journey team, SAMs or counselling service to address attendance and performance concerns
	Checking and signing off any course change application in the first six weeks
	Initiate parent contact, meetings, warning letters and other key processes
	Complete annual Individual Learning Reviews to deadline.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (inc student survey) • Parent feedback • Individual Learning Plans, • Success Rate Data • Observation • Corero Notes, • Referrals to Senior Tutors, • student retention and attendance data • Destinations Data • UCAS Reference quality • Feedback from staff

PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A degree or HND in Economics or Business	
		Full driving licence including section D (minibus test)
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	Understanding of how to raise performance.
	A focus on maximising student success	Evidence of innovation in designing or delivering courses.
	The imagination and ability to organise enrichment activities within the curriculum	Interest in and enthusiasm for wider business and economic issues
	Familiarity with A Level Economics and Economics specifications.	Familiarity with Foundation Degree in Business

	Ability and/or willingness to design and lead on new units and qualifications	Experience delivering L2 and L3 vocational Business, AL and Economics
	IT literate	
	A commitment to organising and leading student outdoor fieldwork visits and project work	
	Punctual and reliable	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
EXPERIENCE		Evidence of success in previous/current teaching roles
		Experience teaching in Economics
		Experience delivering training or working in the Economics/Business sector

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

LECTURER Business and Economics

Required From: Immediate Start Available

Salary range: From the 1st September 2021 £23,960 - £40,400
(Starting salary dependent upon qualifications and experience)



Business and Economics

Dear Prospective Applicant

The aim of this letter is to supplement the job description and give you the chance to judge whether the job and college are right for you. This post has arisen due to the departure of a highly experienced colleague and changes in demand within the college, it sits within a highly successful faculty.

We are a top performing sixth form college, which was previously a tertiary college. In November 2018 the college was graded as good with some outstanding elements. Prior to that we had been 'outstanding' for 12 years. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a small amount of adult work including professional courses and HE. However, the vast majority of our c2200 students are doing level 3 programmes, mainly A Levels. We have approximately 300 staff including managers, lecturers and a wide array of support staff.

We are fortunate to be located in a stunning rural area next to a beautiful and historic park. However, that brings the additional challenges. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment. There are pockets of rural deprivation across our catchment and we draw an increasing number of students from disadvantaged areas of Swindon, Gloucester and Cheltenham. Our student population is considerably more diverse than that of Cirencester.

A teaching or lecturing qualification is clearly an advantage but we are equally open to applications from graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification. We are certainly keen to appoint a motivated individual who is committed to continued professional development. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious team.

Faculty staff work closely and effectively in subject and department teams. In 2021 there will be five faculties comprised of related subjects, each line-managed by a Head of Faculty and Senior Professional with a course leader for each subject. We encourage our staff to be innovative and proactive, seeking improvements in teaching and learning and sharing good practice throughout the year. Our staff vary in tenure from over 20 years to appointments made in the last two years. The majority of the faculty have been in post for 4 years or more which is testament to the teamwork and positive working environment.

A core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials.

Flexibility is an essential quality and this role will involve cross-team and possibly cross-college liaison and responsibility. We encourage collaboration among staff in delivering professional development activity and colleagues are unfailingly helpful and supportive of one another. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges.

Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; you will have the opportunity to become involved in their development and delivery.

Examination results are largely above national benchmarks across the faculty and our sixth form status means that we continue to aspire to raise achievement. The college operates a rigorous self-assessment regime and we are relentless in our commitment to improve.

Faculty staff rooms are lively and supportive places and we do our best to organise staff social activities. We believe we are particularly good at supporting and inducting new staff; in addition to your faculty head you will be allocated a mentor and an informal 'buddy' to help you get used to the college and our way of working.

The role will be mainly teaching Business A level and Economics A Level. We currently teach Edexcel Business and Economics A level. We are looking for an enthusiastic individual that has the capability to teach across the two subjects and is able to stimulate and harness the potential of our students, with their range and knowledge. We will be looking for an adaptable and versatile, individual who will inspire our diverse cohort to exceed their own expectations. Virtually all Business and Economics lessons are taught in a suite of modern, well-equipped teaching rooms.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage. The letter should set out why you are applying and give us an insight into your thoughts on Business teaching and what else you might bring to the job.

If you are thinking of relocating to the area you will find that a large number of our staff live around Stroud with growing numbers in Swindon and Cheltenham. Relatively few live in the undiscovered gem that is Gloucester but that is only 45 minutes away.

If you have any questions about the post, please contact me Nicola Webster (Faculty Head of Business and Education) on Nicola.webster@cirencester.ac.uk

Nicola Webster
Faculty Head of Business and Education

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