

Job Description

**Post Title: Main Grade Lecturer**

**Business, Leadership and Management**

**Salary Range Points: 027 – 038**

***Job purpose:***

* The main purpose of the role is to plan, deliver, assess and quality assure on a range of Business, Leadership and Management programmes (accredited and non-accredited).

***Duties and Responsibilities:***

* To plan, deliver, assess and quality assure on a range of Business, Leadership and Management programmes (accredited and non-accredited).
* To deliver high quality teaching, learning and assessment.
* To effectively course lead on the Foundation Degree and Bachelor of Arts in Business Leadership and Management.
* To undertake all administration and academic tasks such as lesson plans, schemes of work, student tracking and assessment, and other course related duties to ensure effective delivery of the curriculum and accurate course planning.
* The post holder may work across both accredited and non-accredited provision from Level 3 to Level 6 in the Curriculum area of Business, Leadership and Management programmes where required such as ILM, Access to HE business and some potential bespoke business courses.
* Ensure quality of provision through participation in the college review and evaluation process and other quality assurance processes.
* To develop learning resources to suit a range of students’ needs and advise on curriculum design and innovation.
* Undertake an agreed teaching commitment.
* Provide sound pre-entry advice and assessment to enable appropriate effective enrolment to take place.
* Contribute to the promotional activities of the Faculty and the College positively.
* Provide cover for absent colleagues in line with College policy and procedures.
* Compile and be accountable for course administration such as registers, attendance patterns, student reports and related statistical information including reports upon agreed targets.
* Implement college policies and practices in respect of teaching, learning and student support, including the use of Promonitor.
* Organise and enable learning within agreed specialist course and curriculum areas.
* Develop and co-ordinate learning resources and the learner environment.
* Review, assess and reward students’ learning and achievement and comply with internal and awarding body standards.
* To prepare for the external scrutiny process and attend external moderation activities.
* Devise, publish and regularly review learning plans and schemes of work to ensure they embrace the principles of inclusiveness.
* Assist in standardisation and verification of provision.
* Maintain awareness of current developments within the business sector.
* Participate in personal developmental activities negotiated through the college appraisal process.
* To advise the Head of the University Centre Calderdale College on current developments and resources required to deliver the curriculum.
* To fulfil any other reasonable duties commensurate with the grading of the post.

***Line Management Responsibility:***

* None

***Reports to:***

* Head of Higher Skills at the University Centre Calderdale College

***Contacts (Internal and External):***

*External*

Liaise with external schools, College personnel, employers, managing agents, awarding bodies and other relevant stakeholders.

*Internal*

Staff within the Faculty and other Faculties as necessary

Rise

***Holidays:***

The basic holiday entitlement is **47** days plus 8 statutory days of which up to 5 days can be directed by management. The holiday year is from September to August.

***Health & Safety:***

To maintain a positive attitude to health & safety in carrying out personal responsibilities and to co-operate with the health & safety/local rules/codes of practice relating to health & safety matters.

***Equality & Diversity***

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

***Safeguarding of Children and Vulnerable Adults***

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. Employment at the College is subject to an Enhanced DBS check and any post involving regulated activity will also be subject to a barred list check.

***Advisory notes:***

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role. This job description is a reflection of the current duties of the post and may be subject to changes in the future following consultation with the post holder.

Person Specification

*0 = No Evidence 1 = Limited Evidence 2 = Adequate Evidence*

 *3 = Substantial Evidence 4 = Significant Evidence*



Post Title: MGL Applicant Number:

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**Application, Presentation, **Interview** | **Score at Shortlist****0-4** | **Score at interview** **0-4** |
| **Experience** | **ESSENTIAL:*** Experience of teaching on Business, Leadership and Management programmes from level 4-6
* Significant industrial experience within the business sector.
* Experience of using digital technology to enhance teaching and learning.
* The ability to execute work safely and efficiently.

**DESIRABLE:*** Experience of planning and delivering higher and degree apprenticeships.
* Leadership/co-ordination experience at course level.
* Experience of curriculum planning and learning resource development.
* Experience of external liaison. E.g.; awarding bodies, EV/EQAs, funding bodies.
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| **Education & Training** | **ESSENTIAL:*** Recognised Teaching Qualification including PGCE or Certificate in Education.
* Subject Specific Qualification level 6 or a level above that which will be taught.
* Educated to GCSE standard or equivalent this must include English and Maths.
* Relevant professional updating and CPD evidence to date.

**DESIRABLE:*** Assessors Award and Internal Quality Assurance qualifications / working towards / willingness to undertake.
* Hold a professional qualification such as: CIPD, AAT, CIM, CMI. ILM, APM etc.
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| **Skills/Knowledge/Abilities** | **ESSENTIAL:*** Good communication skills, demonstrating the ability to liaise effectively.
* Strong pedagogical knowledge and understanding of the Business sector.
* Ability to work within and lead a team of staff, yet work independently and on own initiative with minimum supervision.
* Good organisational skills, with an enthusiasm for education.
* Experience of resource development and an understanding of current developments within the specific curriculum area.
* Ability to increase recruitment, retention and achievement whilst maintaining quality standards.
* Innovative approach and style to teaching, learning and assessment.
* Ability to understand and use data.

**DESIRABLE:** * Proven ability to apply Quality Assurance and Quality Control mechanisms.
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| **Additional Factors** | **ESSENTIAL:*** Committed to the principles of inclusiveness and equality and diversity.
* Commitment to safeguarding and promoting the welfare of young people and vulnerable adults.
* Commitment to working in accordance with the College’s policies and procedures.
* Must be committed to and uphold the College’s corporate values.
* Commitment to participate in staff development.

**DESIRABLE:*** Hold a full UK driving license.
* A flexible approach to working commitments, including the willingness to travel.
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