

JOB DESCRIPTION

POST TITLE: LECTURER IN BUSINESS AND ECONOMICS
(50%)
POST NUMBER: WREQ1850
GRADE: LECTURER SCALE

JOB PURPOSE

As a Lecturer in Business and Economics, you will be required to teach across the sixth form Business and Economics curriculum. You will join the progressive Weston College Sixth Form team to deliver high-quality teaching and learning across sixth form Business and Economics courses.

KEY RESPONSIBILITIES

If appointed, you will be responsible to the Subject Area Manager, and ultimately the Head of Sixth Form, for the following:

- Delivering high quality teaching and learning on sixth form Business and Economics courses;
- Proactively tracking and recording student progress, ensuring that accurate and reliable information on the predicted achievement and success of learners is readily available;
- Completing and using initial assessments of learners to ensure that they are put on the appropriate level of course/qualification and that their learning needs are met;
- Achieving key targets in terms of attendance, retention, achievement and success;
- Implementing additional workshops and arranging additional support, where appropriate, to ensure that all learners in your groups can succeed;
- Ensuring quality assurance processes are implemented and robustly complied with;
- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided that supports them to improve;
- Liaising with curriculum tutors and managers to update them on student progress, ensuring issues impacting on a learner's progress can be effectively addressed;

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- Preparing and developing exemplar learning materials, ensuring that materials are contextualised to vocational areas, available online and that materials are effectively meeting the needs of learners and awarding body requirements;
- Being an active and corporate member of the Sixth Form team.

GENERIC DUTIES AND RESPONSIBILITIES

In addition to the requirements of the post above, all members of the academic staff are required to:

- Complete all associated organisation/administrative work, preparation and marking;
- Deal with immediate student disciplinary and welfare problems;
- Keep and maintain specified student and class records;
- Plan, prepare, develop and evaluate courses and course materials, and supervise course provision, where appropriate;
- Assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements;
- Participate in programme/school/college activities as requested, including parents' evenings;
- Participate and undertake staff appraisal and in-service training based on an assessment of individual service needs;
- Meet the requirements of the Health & Safety at Work Act 1974 and Weston College's Health & Safety Procedures;
- Comply with Information Security requirements, in line with Weston College policy;
- Be prepared to operate on a flexible year, as required. Members of the academic staff will normally be expected to work not more than two evenings per week, on average;
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service applies.

SALARY

Lecturer Scale 1 - 6: £11,802.00 - £15,584.50 per annum (actual).

HOURS

Hours of attendance: Part-time, 18.5 hours per week.

Lecturer contact hours: 414 hours per annum (actual).

Annual leave: 177.75 hours per annum, inclusive of statutory bank holidays (actual).

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a member of Weston College you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A relevant degree (or equivalent), which is appropriate to the work.	✓	
Relevant and successful teaching experience.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain (with the assistance of the College) a qualification within the first year of service.</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate qualification and/or relevant professional experience.		✓
Competence in IT.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Empathetic and inclusive approach to learners.	✓	
Promoting a culture of involvement, listening and being responsive to students' needs.	✓	