



Barking & Dagenham College

## JOB DESCRIPTION

<b>Job Title:</b>	Business Coach
<b>Grade:</b>	
<b>Line Manager:</b>	Curriculum Team Leader
<b>Directorate:</b>	Health & Science Industries & Adult Skills Academy

## College Values and Leadership Behaviours

**All lecturers coaches employed by Barking & Dagenham College are expected to subscribe to our shared value set and our leadership behaviours, which are intended to deliver our vision which is:**

**A *truly* great college – passionate about success**

### 1 Main Duties for All Teachers at Barking & Dagenham College:

All lecturers/coaches within every college curriculum area are expected to:

- 1.1 Teach and assess on one or more of the courses delivered, or serviced, by the curriculum area and contribute to the development of existing and new, innovative provision, including the implementation of motivational, flexible and blended learning and cost effective teaching and learning styles.
- 1.2 Work with business industry and agencies to increase integration and independence of the learners. Experience of supporting students into work placements in business or instigating work and project based activities that link to employment
- 1.3 Conduct work based assessment as appropriate.
- 1.3 Complete the administrative work associated with teaching efficiently and effectively, including timely completion of registers (which are auditable documents and a requirement by law), lesson planning documentation, schemes and records of work, E-ILPs, learner tracking and monitoring documentation and various forms of learner progression sheets.
- 1.4 Develop and implement learner-centred, learner assessment strategies in accordance with college policies (which place learners at the centre and emphasise the significance of constructive and developmental feedback for successful learning). Awarding Body assessment requirements must also be followed rigidly.

- 1.5 Adopt a consistent and constructive approach in dealing with learner discipline in accordance with the college's learner support and disciplinary policy.
- 1.6 Adopt procedures and practices to create safe working environments and enforce any health and safety standards in the area of work, ensuring all learners understand and comply.
- 1.7 Ensure that equipment and materials are treated with respect by classes for which they are responsible and that laboratories, computing rooms and other teaching areas are left clean and tidy.
- 1.8 Keep abreast of developments in their specialist field/subject area, especially in the theory and practice of education and the latest industry/sector training requirements/-standards.
- 1.9 Participate fully in staff learning and development activities, including teaching, learning and assessment practices, lesson observation and peer reviews, motivational dialogue as part of coaching/tutoring for learners, and undertake training or re-training and the acquire essential qualifications.
- 1.10 Undertake personal coaching / tutorial and pastoral responsibilities for designated learners in order to support learners in their own development and their future progression.
- 1.11 Participate in the marketing, recruitment, selection and interviewing processes for new learners and actively be engaged in induction activities for new learners.
- 1.12 Be an active course team member and participate fully in meetings, career conventions, staff learning and development training sessions, conferences, seminars, open evenings and learner assessment/progression evenings, in addition to teaching and administrative responsibilities.
- 1.13 Organise and take part in study trips with students, locally and abroad, to enrich their learning experience.
- 1.14 Participate in the curriculum area's cover rota by covering for absent colleagues.
- 1.15 Represent the curriculum team, or curriculum area or directorate on college committees, and/or working parties.
- 1.16 Keep up-to-date with Quality improvement and enhancement initiatives and be aware of, and meet, service standards for the curriculum area. For success rates, the aspiration is to acquire a minimum of 80% success rate for Long and All qualifications.
- 1.17 Be an ambassador for the college and propose any ideas that may help to promote and extend the College's reputation and its business efficiency.
- 1.18 Work flexibly, which may include evening and weekend work. Evening work may be teaching or evening duty.
- 1.19 Be available to assist in other events for the college, including extra enrolment activities, Open Events, which may require additional hours including evenings and weekends.
- 1.20 Perform other duties as may be required by the Principal, Vice Principal, Assistant Director, Curriculum Manager/ Curriculum Team Leader or their representatives in

order to ensure the efficient functioning of the college, living the college's values and behaving in accordance with our leadership behaviours.

- 1.21 As a list of general duties, the above is not exhaustive. The work of the Faculty as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

### **Additional information**

Candidates will hold a degree or professional qualification in an area relevant to the work in the College. They should also have a teaching qualification. Non-qualified candidates must achieve the preparing to teach award (PTLLS) within one year of the start of their employment with the college and the diploma in teaching in the lifelong learning sector (DTLLS) within five years, as outlined in the further education teachers' qualifications (England) Regulations 2007 and 2001. They must also be registered with the institute for learning (IfL). Teacher-trained applicants must be able to show that they have participated recently in staff learning and development to update their teaching skills and to remain abreast of current development in teaching, learning and assessment. All candidates need to have excellent teaching skills and substantial relevant teaching experience.

## **2 Safeguarding Children and Vulnerable adults**

- 2.1 Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required
- 2.2 Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

## **3 Health and Safety**

- 3.1 The Corporation recognises and accepts its responsibilities as an employer to ensure, as far as is practicable, the health, safety and welfare of all its employees. A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

## **4 General**

- 4.1 Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate
- 4.2 Understand and comply with all college policies, including the Policy to promote Equality of Opportunity
- 4.3 Assist as required during examination and enrolment periods
- 4.4 Be conversant with Health and Safety and Safeguarding requirements
- 4.5 Participate in the Staff Learning and Development, Review and Appraisal Scheme
- 4.6 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services

## **5 Information, Advice & Guidance**

- 5.1 Use opportunities to develop the self-esteem and confidence of students when they

seek help and support

- 5.2 Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College
- 5.3 Encourage the students' motivation and aspirations by providing information and advice that is personalised, impartial, unbiased and realistic especially during enrolment and tutorials

**NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.**

## **PERSON SPECIFICATION**

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below. A micro-teach will form part of the selection process.

<b>Post Designation:</b> <b>Curriculum Team Leader –</b> <b>Engineering &amp; Motor Vehicle</b>	<b>Information available from</b>			
	<b>Application Form</b>	<b>Tests</b>	<b>Interviews</b>	<b>References</b>
<b><u>1. Education and Training</u></b>				
(E) Background in business	X		X	
(E) Qualification in the subject relevant to the course to be delivered and has assessor qualification	X		X	
(E) Possess a teaching qualification or be prepared to undertake a further education teaching qualification	X		X	
(E) Links to business	X		X	
(E) Contacts to business industry	X		X	
<b><u>2. Experience</u></b>				
(E) Have recent and relevant experience of teaching business studies to learners from entry level to level 3 and ideally up to level 6	X		X	
(D) Evidence of recent teaching and assessment in delivering business programmes	X		X	
(E) Undertake CPD activities as required	X		X	
(E) Experience of supporting students into work placements in business or instigating work and project based activities that link to employment	X		X	
(E) Work with business industry and agencies to increase integration and independence of the learners.	X		X	

<b><u>3 .Skills and abilities</u></b>				
(E) Able to deliver excellent teaching, learning and assessment pedagogic practice	X		X	
(E) Be able to deliver a variety of pedagogic strategies to suit a variety of learning styles	X		X	
(E) Have the ability and interest to contribute to learner enrichment activities	X		X	
(E) Possess excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team.	X		X	
(E) be well organized, reliable and punctual	X		X	
(E) possess good IT and administrative skills and be able to keep accurate tracking records of learners progress, keep an up-to-date schemes and records of work	X		X	
<b><u>4 .Knowledge and Understanding</u></b>				
(E) Enthusiasm for the subject and ability to impart this to motivate learners	X		X	
(E) Have an awareness of health and safety regulations and how they apply to the post	X		X	
(E) Be able to demonstrate knowledge of the commitment to equal opportunities and how to incorporate it into teaching and learning.	X		X	
(E) A clear commitment to the principles and practices of every child matters (ECM) equality and diversity and the safeguarding of children	X		X	

<p><b><u>5 .Safeguarding Children &amp; Vulnerable Adults</u></b></p> <p>(E) Understanding of Safeguarding Legislation and its application within the educational sector</p> <p>(E) Commitment to Safeguarding and promoting the welfare of children and vulnerable adults</p>	<p>X</p> <p>X</p>		<p>X</p> <p>X</p>	
<p><b><u>6 .Equality &amp; Diversity</u></b></p> <p>(E) An understanding of and commitment to all aspects of equality and diversity.</p>	<p>X</p>		<p>X</p>	

## Conditions of Service

The duties for the post of **Business Coach– Business Studies** are outlined in the enclosed job description. The conditions of employment for this post are summarised below. There will be a further opportunity to discuss these if you are invited for interview.

## Hours of Work

The hours of work for this post will not normally exceed **36** hours per week.

## Salary

This post has been evaluated on Scale **29** of the **Lecturing Staff** Scale. This currently equates to **£28,287 per annum plus £2958** London Weighting. Please note that if you are appointed your salary will be based on a match to your current salary (or your highest salary within the last 18 months) up to the maximum stated above (evidence of this will be required in the form of an up-to-date payslip).

Salaries are paid monthly on the 25th of every month or the last working day prior to the 25th if the 25th falls on a weekend or bank holiday. The only exception to this is for the December payment, which will be on an earlier date that will be notified to you on an annual basis. Payment will be made direct into a bank/building society account. You will need to provide details of your branch, account number and sort code before payment can be made to you.

## Annual Leave

**35 days** per annum and all Bank and Public Holidays normally observed in England and Wales. The College also shuts for an additional 5 efficiency closure days plus 3 statutory days which the Principal will set at the beginning of the academic year. Although every effort will be made to meet requirements for Annual Leave, service demands will take preference. All leave is subject to an efficient service being maintained and specific restrictions may apply.

## Pension Scheme – Local Government Pension Scheme

If you are aged between 16 and 65 years old you are eligible to join the **Local Government Pension Scheme**. Contributions vary between 5.50% and 7.50% depending on salary for Employees before tax is deducted and the College currently contributes a further 14.5%. All eligible employees will have to elect to be brought into the Scheme, and a contribution, dependent on full time equivalent annual salary, is deducted from salary prior to tax. Additional voluntary contributions can be arranged via AVCs or Added Years. Applicants must make a decision whether to contribute or not - deductions will be made automatically if no election is made. You may only apply for a refund within the first three months of employment

## Probationary Period

Appointment will be subject to a probationary period of **six** months in the first instance.

## Staff Development

As part of the Contract of Employment, all appointees will be required to attend staff development events and take part in the College's Performance Management and Appraisal scheme.

## Pre-Employment Checks

### Eligibility to Work in the United Kingdom

You will be required to provide evidence of your eligibility to work in the United Kingdom if you are shortlisted for interview, or you will need to declare that you require Sponsorship to work in the United Kingdom.

### References

All appointments are made subject to references, which are satisfactory to the College.

### Health Screening

All appointments are made subject to medical clearance. The successful candidate will be required to complete a medical questionnaire, which is sent to the College's Occupational Health Adviser. (Currently Haringey Council).

### Criminal Background Checks/Independent Safeguarding Authority Registration

The successful candidate will need to register with the Independent Safeguarding Authority prior to commencing employment at Barking & Dagenham College. Please note that there is a charge for this registration, which you will be liable for. Full details can be obtained at <http://www.isa-gov.org.uk/> The ISA Registration will include a full Criminal Records Bureau Check.

## **BARKING AND DAGENHAM COLLEGE**

When you join Barking & Dagenham College you will be entitled to a whole host of great benefits

### **TRAINING AND DEVELOPMENT**



The College is committed to continued professional development and actively encourages training and development

### **PENSION SCHEME**



The College operates the Local Government Pension Scheme as well as the Teachers Pension Scheme (TPS)

### **CHILD CARE**



The College partakes in the Government Childcare Voucher Scheme. You can obtain information from their website at [www.busybees.com](http://www.busybees.com) or from the HR department

### **GETTING AWAY FROM IT ALL!**



**Generous Annual Leave Allowance**



The College has a Christmas closure of 2 weeks in addition to your annual leave entitlement

### **HEALTH AND WELLBEING**



month

**Join the College Gym at Rush Green Campus for £15 per**



**30% discount on all hairdressing services at Head Jogs  
Commercial hair salon at the Exchange Centre Ilford**



**Jogs Salon**

**10% discount on all TIGI products available at the Head**



**Health and Beauty treatments at reduced prices at the  
Colleges Beauty Salons at Rush Green & TSA**

**FREE CAR PARKING**



**Free Car Parking at the Rush Green Site**