

**FULL TIME LECTURER IN BUSINESS**  
**Ref: SL0021-286**

**The Appointment:**

The role is to contribute to the development and delivery of a range of vocationally specific Business courses. The curriculum area offers, L2 Diploma in Skills for Business, BTEC Level 3 Extended Diploma Business, Fda Business Management and is currently validating a BA (Hons) Business Management (Top Up), within the Department of Business and Adult Education. Teaching may also include Business units on Level 3 Access to Business and business units of L2 & L3 Travel & Tourism courses.

**Responsible To:**

The postholder will be responsible to The Head of Department, Business and Adult Education.

**The Post:**

Lecturer duties and responsibilities are wide ranging. They may include, but are not restricted to the following depending upon the emphasis in any given post.

1. Formal Scheduled Teaching.
2. Ancillary duties emanating from formal scheduled teaching. These include but are not limited to:

Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.
3. Staff development work including the conduct and participation in staff appraisal and in-service training based on an assessment of individual service needs.
4. Timetabled enrolment/admissions/guidance/counselling activities.
5. Attendance at marketing events.
6. Invigilation.
7. Substitutions for absent colleagues.
8. Development and supervision of resource-based learning activities other than officially designated tutor-led activities located in a Learning Resource Centre.
9. One-to-one learner support/tutoring other than programmes which consist entirely of formal portfolio assessment and accreditation activities.

10. Work placement visits.
11. Supervision of residentials over and above formal scheduled teaching delivered during residentials.
12. Scheduled activities/tasks associated with the College's Quality Assurance systems.
13. Research and consultancy.
14. Maintain up to date resources.
15. Development of new resources and population of the VLE.
16. Attend relevant staff development
17. Management and administration. This may include:
  - contributing to College administration or the administration of education and training programmes.
  - publicity and public relations.
  - participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students.
  - supervision and appraisal of other members of staff, administration and marketing activities, resource and financial management, quality management and external liaison.
  - preparing statistical returns including retention rates, examination results, student progress placement and destination.
  - participation in student monitoring and reporting and course review and evaluation procedures.
  - participation in quality assurance and control procedures.
18. Use College IT systems in order to complete your duties and responsibilities.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

	Essential/ Desirable	Method of Assessment
<b>Qualifications</b>		
A teaching qualification	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years).	E	A
A business related degree (or L5 qualification with substantial work experience in a relevant field)	E	A
Possession of a post graduate qualification in related subject	D	A
Possession of assessor and verifier awards	D	A
<b>Experience</b>		
Previous relevant teaching experience on Business courses.	E	A/I
Possession of relevant knowledge and expertise in Technology Enhanced Learning (ILT).	E	A/I
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, background and ability.	E	A/I
Ability to plan effectively, relevant learning programmes.	E	A/I
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	A/I
Knowledge of trends and developments in the Further Education sector.	D	A/I
Resourcefulness and imagination in preparing learning support devices and materials for students.	E	A/I
Proficiency in managing students learning including all aspects of planning, delivery, assessment and feedback.	E	A/I
Ability to evaluate self and course performance and a willingness to implement necessary adjustments.	E	A/I
Possession of relevant knowledge and expertise in the use ICT.	E	A/I

Method of Assessment: A – Application, I – Interview, AS – Assessment.

### Salary:

£24,249.00 to £30,228.00 per annum

### **Summary of the Terms and Conditions of Employment:**

The post is offered on the Southport College contract for newly appointed lecturers. This consists of a normal working week of 35 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 40 days plus Bank Holidays. In addition there are a possible 3 extra days holiday awarded at the discretion of the College for efficiency purposes.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) may be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

### **Timetable for Appointment:**

Deadline for receipt of applications: **Friday 22 November 2019**

Interviews will be held: Within 2 weeks of the closing date

### **Application Procedure:**

The enclosed application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to The Personnel, Southport College, Mornington Road, Southport PR9 0TT.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.