

## **JOB DESCRIPTION**

**JOB TITLE:** Part-Time Lecturer in Business

**DEPARTMENT:** Riseholme - Business

### **OVERALL PURPOSE OF JOB:**

To make a significant contribution to teaching and learning in the Curriculum Area as a Course Manager and Lecturer in Business.

Riseholme College is part of Bishop Burton College and the postholder may be required to carry out duties at both campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

### **MAIN DUTIES & RESPONSIBILITIES:**

1. To assure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials paying due regard to learner progression towards successful completion.
2. To undertake the role of Course Manager/Group Tutor as appropriate, working effectively within teams responsible for devising, reviewing and maintaining effective management of learning programmes.
3. To provide regular assessment, progress reporting, marking of student work and management/supervision of educational visits.
4. To record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and student progress.
5. To manage and maintain student morale and discipline, working closely with college managers to assure an appropriate learning environment.
6. To generate, develop and maintain links with employers to enhance and enrich the student experience.
7. To develop existing curriculum and generate new, responsive provision with college managers/course teams.
8. To contribute to Quality Assurance processes in college, including Annual Course Review and Self assessment.
9. To take an active role in college marketing activities including advice and guidance to students and attendance at promotional events.
10. To embrace new learning technologies/ILT and implement the same within own teaching.
11. In conjunction with college managers, to set and monitor targets in relation to recruitment, enrolment, retention, achievement, attendance and other teaching and learning outcomes. Ensure appropriate monitoring arrangements are in place for tracking progress of learners.
12. To ensure course and other curriculum quality files are maintained - to include schemes/records of work, course reviews, action plans and tracking documents.
13. To establish and maintain positive and productive contact with validating bodies, external verifiers/examiners, etc., to meet all relevant assessment and recording requirements, and to keep up to date with academic/vocational subjects.
14. To maintain positive and productive contact with students and parents/carers/guardians.

15. To raise student awareness of all strands of diversity in order to eliminate discrimination and promote equality of opportunity, preparing students to become global citizens who recognize and value the diverse society in which they live.
16. To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
17. Take part in all staff College events such as Lambing Sunday and Town & Country Day.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

## **RESPONSIBILITY**

For the academic and personal progress of learners.

## **DECISION MAKING**

Within the context of the job description.

## PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<b>Qualifications / Training</b>			
<ul style="list-style-type: none"> <li>Business-related degree or equivalent qualification</li> <li>GCSE English Language and Maths equivalent qualifications (or agreement to work towards)</li> <li>Appropriate teaching qualification</li> <li>Assessors qualification</li> </ul>	✓ ✓	✓ ✓	Application Interview
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Teaching and/or training experience (minimum 1 year)</li> <li>Business-related industry experience</li> <li>Related commercial experience</li> <li>Experience of BTEC delivery, assessment and administration</li> <li>Course management within Further Education</li> </ul>	✓ ✓	✓ ✓ ✓	Application Certificates
<b>Skills / Special Knowledge</b>			
<ul style="list-style-type: none"> <li>Broad knowledge and understanding of business activity in a range of environments</li> <li>Child Protection awareness</li> <li>E-business knowledge and understanding</li> <li>Enterprise and Entrepreneurship</li> <li>Ability to evaluate own teaching and learning</li> <li>Ability to offer appropriate levels of support to students</li> <li>Able to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Communication and presentation skills</li> <li>Information and communication technology</li> <li>Driving licence</li> <li>Team leadership, time management, administration</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	Interview References
<b>Disposition</b>			
<ul style="list-style-type: none"> <li>Flexible and versatile</li> <li>Self-motivated and enthusiastic</li> <li>Innovative and creative</li> <li>Recognises new opportunities and possibilities</li> <li>Responds positively to challenges</li> <li>Proven resilience in addressing challenging behaviours and promoting appropriate attitudes</li> <li>Motivation to work with children and young people</li> <li>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	Interview References
<b>Other</b>			
<ul style="list-style-type: none"> <li>Fit for the duties of the post</li> <li>DBS check carried out on appointment</li> </ul>	✓ ✓		Medical Report  DBS application made by College for successful candidate
<b>Special Interests</b>			

<ul style="list-style-type: none"> <li>• Initiation and development of links with employers</li> <li>• Possible areas of interest might include <ul style="list-style-type: none"> <li>-E-Commerce</li> <li>-Business start-up</li> <li>-Business model design</li> </ul> </li> </ul>	✓	✓	Interview
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