

BARNET AND SOUTHGATE COLLEGE

JOB RESPONSIBILITY PROFILE

POST TITLE: MGL in Business 1.0 FTE - 5 Days

SALARY: Main Grade Lecturer point 7 – 16 £30,269 to £39,937 per annum inclusive of outer London weighting (pro rata)

HOURS: 1.0 FTE - 35 hours per week, 52 weeks per annum

LOCATION: Business and IT Department – Wood Street Campus; although the all staff will be required to work at any of the College sites

RESPONSIBLE TO: Curriculum Manager Business and IT

CORE RESPONSIBILITIES

1. To be responsible for teaching and learning of students, both individually and as members of designated groups within the curriculum area;
2. To teach on courses including: *BTEC Business / Foundation Degree Business, Bespoke Business courses and programmes* in related to Business Industries
3. To be actively involved in the development and incorporation of ILT into the teaching/learning strategies of the Centre
4. To act as Personal Tutor and/or Course Manager to full-time/part-time students which will involve monitoring attendance, liaising with parents/guardians and other agencies;
5. To act as a member of the Business team and attend course team, department and Centre meetings;
6. Be involved in Induction and assist in the marketing of the courses as appropriate;
7. To assist in the development of the new areas of work under the guidance of the Curriculum Manager and Head of Centre;
8. To maintain student records regarding attendance, achievement and progression

9. To attend Advice and Guidance events, Parent's evenings and Open Days and carry out student interviewing as required;
10. To teach students across a range of abilities and ages in a way that suits individual students and is motivating, supportive and inspiring.
11. To contribute enthusiastically to the development of the curriculum both individually and as part of a team in line with college and government requirements.
12. To prepare schemes of work, lesson plans, assignments and assessments as required and to assess students work in line with the Centre and awarding body requirements.
13. To provide appropriate, safe performance opportunities for the learners.
14. To keep records, monitor and track students' progress and to keep management information and statistical data to fulfil the requirements of the College's QA and information systems and for audit purposes
15. To contribute to the preparation for internal & external verification and inspections
16. To undertake administrative duties as required by the Centre.
17. To undertake risk assessments as required
18. To support the College in the development of appropriate and safe work placement opportunities for the learners.
19. Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
20. Participate in training and team development activities, to develop skills and knowledge.
21. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
22. Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
23. Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post
24. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
25. Be familiar with and promote the Equality and Diversity Policy.

26. Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
27. Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.

PERSON SPECIFICATION

CRITERIA	Essential	Desirable
Qualifications	Relevant Degree in Business Subjects	Master Degree in Business Subjects
	Relevant teaching qualifications.	
	Evidence of continuing professional development	
Experience	Vocational experience	Knowledge and/or experience of Key Skills
	Proven administrative skills	Experience of curriculum development
	Successful teaching experience	
Knowledge & Skills	Ability to work under own initiative but also collaborating and in consultation with line manager	
	Proven classroom management skills	
	Able to work under pressure	
	Effective written communication skills	
	Effective oral communication and presentation skills	
	Good level of IT skills and the ability to contribute to the development of ILT strategies in the Centre.	
Personal Attributes	Commitment to educational values and equality of opportunity	
	Ability to work effectively as a team member	
	Flexible attitude and the ability to accept and implement Change	
	Commitment to educational values and equality of opportunity	