

# JOB DESCRIPTION

**POST TITLE:** LECTURER IN BUSINESS  
**POST NUMBER:** WREQ3051  
**GRADE:** LECTURER SCALE 1-6

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## **JOB PURPOSE**

The person appointed will join a hugely progressive and forward looking Sixth Form team in delivering a range of 16-19 full-time programmes. They will lead on the delivery of A-level Business courses.

## **KEY TASKS AND DUTIES**

The post-holder will be responsible to the Faculty Divisional Lead, and ultimately to the Dean of Faculty, for the following:

- Provide high-quality teaching, assessment and internal moderation of Business courses.
- Tutorship of students, giving appropriate support to enable students to achieve their goals.
- Interviewing and giving guidance to potential students.
- Assisting and working with students towards successful completion of Work Experience and Industry Placement.
- Assisting students in their progression from their course, either to Higher Education or employment.
- Promoting the course and recruiting appropriately.
- To contribute development and continual improvement of courses, co-ordinating effectively with both staff and students.

## **GENERIC TASKS AND DUTIES**

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

- Keep and maintain specified student and class records.
- Prepare, develop, and evaluate courses and course materials, and, where appropriate, supervise course provision.

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- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Ensuring all students attain a minimum 37 hours work experience.
- Participate in programme / school / college activities as requested, including parents' evenings, student interviews, taster sessions, and open evenings.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Procedures.
- Be prepared to operate on a flexible year, as required.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may reasonably be required, commensurate with the grade of the appointment.

## **HEALTH AND SAFETY**

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate 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.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Academic staff applies.



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## **SALARY**

Lecturer Scale, Points 1-6: £23,840.00 to £31,482.00 per annum.

## **HOURS**

Hours of attendance: Full-time, 37 hours per week

Teaching contact hours: 828 hours per annum.

Annual leave: 355.5 hours per annum plus statutory bank holidays and company closures.

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

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

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree-level qualification, 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 this qualification within the first year of service (with the assistance of Weston College).</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate qualification and / or relevant professional experience.		✓
Computer literate.	✓	
Highly motivated.	✓	
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and ability to work in a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promotion a culture of involvement, listening and being responsive to students' needs.	✓	