

Job Description

Role Title: Lecturer in Business	Pay Grade: £31,437 - £39,296 pro-rata
Normal Place of Work: College Green Centre, Bristol, BS1 5UA	Line Manager: Programme Manager
Normal Working Hours: 12 teaching hours (18.50 total)	Responsible For:

Purpose of Role

- To plan and deliver high quality, imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of programmes.
- To maximise retention, achievement and success of students.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- To fully engage with the College Mission and Values, ensuring that these are at the heart working practices.

Principal Accountabilities

1. Deliver high quality teaching and learning, and associated tutorial duties, to meet the needs of students
2. Deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students
3. Drive and inform the design and development of programmes to increase success rates
4. Ensure use of appropriate high quality learning resources to provide stretch and challenge to learners
5. Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.
6. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
7. ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
8. Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
9. Actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates

10. Ensure completion of student ILP's, in setting long term goals and short term targets
11. Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students progress is 'adding value' to their previous achievements
12. Positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
13. Take responsibility for seeking out methodologies and resources in support of high quality teaching and learning
14. Be responsible for moderation and verification at key times throughout the year
15. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
16. Ensure accurate attendance records with follow up on attendance and punctuality
17. Be responsible for the development and maintenance of definitive course files
18. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
19. Deliver feedback on progress to students and other relevant stakeholders
20. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
21. Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Heads of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
Study Coaches	To share information about students' progress, along with any welfare and/or conduct concerns
Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to

complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.

- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications)	✓	
Qualified to degree level or equivalent professional qualification	✓	
Teaching qualification (or preparedness to achieve one during the first two years’ service)	✓	
Knowledge and Experience		
Relevant industry and/or vocational experience.	✓	
Knowledge of current employment trends and required employability skills in the specialism to be taught	✓	
Knowledge of arrangements for safeguarding children and young people	✓	
Knowledge and experience of strategies for improving learning outcomes for young people and adults		✓
Knowledge of strategies to be used to improve retention of young people and adults		✓
Knowledge and experience of the Education Inspection Framework		✓
Experience of teaching diverse groups of students		✓
Experience of developing learning resources for both face to face, blended and/or online delivery of learning		✓
Skills and Abilities		
Good oral and written communication skills	✓	
Excellent interpersonal and networking skills	✓	

Good planning and organisation skills	✓	
Good analysis, problem solving and decision-making skills	✓	
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓	
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓	
Ability to use IT at a level commensurate with job role	✓	
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓	