**SELBY COLLEGE**

**JOB DESCRIPTION**

**POST OF LECTURER IN BUSINESS 0.7**

**JOB PURPOSE**

The post holder will contribute to the delivery of programmes in the Business Area as required, with responsibility for A level Business Studies.

The key responsibility is to ensure excellence in teaching, learning and assessment to maximise student progress.

**CURRICULUM MANAGEMENT & DEVELOPMENT**

1. Effective planning of teaching and learning, the preparation of learning materials, student assessments and technology-based resources.
2. Embrace the College digital strategy and effectively deliver both synchronous and asynchronous learning, incorporating the principles of the “Selby Way”.
3. Assess, monitor, review and evaluate student progress, keeping accurate records of assessments and using college reporting systems as directed.
4. Ensure a professional, organised, clean, safe and stimulating environment is created and maintained.
5. Support and encourage students towards success working with Guidance & Support Tutors and other staff.
6. Assist in the development of new programmes.
7. Contribute to the development of links with schools and other partnership arrangements including links with external bodies.
8. Effectively and efficiently undertake the administrative tasks required by internal systems and external bodies.
9. Continually update own professional development.
10. Carry out Quality Assurance procedures and Health & Safety procedures in line with College policies.
11. Work flexibly to cover staff absence to ensure the continuation of programmes.

**QUALITY ASSURANCE**

\* Implement and contribute to the development of the College’s Quality Assurance systems

**HUMAN RESOURCE MANAGEMENT**

\* Team participation: plan to ensure team responsibilities are discharged as effectively as possible

**FINANCIAL & RESOURCES**

\* Request support from budgets for teaching aids and equipment relating to courses to the Subject Area Manager.

\* Develop resources for the course/subject and maintain effective links across College for resources, including effective use of budgets.

\* Liaise with the Subject Area Manager over planning and timetabling issues.

**MARKETING & COMMUNICATION**

Engage in marketing activities as requested by the line manager

Assist in the promotion of the College and recruitment for full and part time courses

Work hard to promote a professional and positive image of the subject area.

**RESPONSIBLE TO**

Curriculum Manager

# TERMS & CONDITIONS

# Hours: 3.5 days per week

## Holidays: 25.5 days per year

**Salary:** Range £15,925 to £22,986 actual (FTE £23,107 to £33,353)

### GENERAL

1. Implement the College's current Quality Assurance systems.
2. Participate in staff training, development and appraisal systems to enhance personal performance and organisation effectiveness.
3. Adherence to College Policy on Equal Opportunities and Health and Safety.
4. Team participation: all members of teams are required to contribute to ensure team responsibilities are discharged as effectively as possible.
5. Work flexibly to meet the needs of the customers.
6. Any other duties appropriate to nature and grade of post.

### BENEFITS

1. Final Salary Occupational Pension Scheme
2. Employee Development Scheme, annual £300 to spend on approved College courses upon satisfactory completion of probationary period
3. Staff development to assist you to do your job
4. Employee of the Month Scheme, £60 and extra day’s holiday to winner
5. Nursery provision on site
6. Childcare Voucher Scheme
7. Hair and Beauty Salons on site
8. Refectory and Training Restaurant offering a wide selection of meals

**NOTE**

This Job Description is current as at May 2021. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**PERSON SPECIFICATION**

**LECTURER IN Business**

**Essential** **Desirable**

|  |  |  |
| --- | --- | --- |
| Degree in Business or equivalent relevant qualification  Teaching qualification (or willingness to work towards) | X  X |  |
| Teaching experience post 16  Successful teaching of A level Business  Ability to contribute effectively to the delivery of other programmes in the Business area from level 2 to Degree  A level examining experience  Course management experience | X | X  X  x  x |
| Enthusiasm and empathy in working with post 16 students | x |  |
| Understanding of current developments in post  16 education |  | x |
| Positive attitude to flexibility, change and innovation | x |  |
| Excellent teaching and learning skills | x |  |
| Highly organised and self-motivated | x |  |
| Team player | x |  |
| Reliability | x |  |
| Use of IT | x |  |