

JOB SPECIFICATION

MAIN JOB PURPOSE

To deliver a defined range of units/modules to meet curriculum requirements and quality assurance procedures.

KEY DUTIES AND RESPONSIBILITIES

This job description is a comprehensive guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To prepare for and teach on HND Business Studies to full time students (both domestic and overseas learners)
- To develop and improve appropriate teaching and learning materials to support curriculum delivery including flexible learning programmes;
- To develop and carry out appropriate assessment of students' work, in accordance with college and awarding body standards and be involved in internal verification and/or moderation if required;
- To promote, develop and evaluate provision within the curriculum area;
- To keep abreast of new developments in the field and evaluate new approaches to curriculum delivery;
- To be responsible for marking and monitoring students progress throughout the programmes of study;
- To carry out administrative and recording tasks relating to your course(s) in line with Quality Assurance procedures, self assessment, and awarding body requirements and to maintain necessary records and documentation;
- To be proactive in raising standards on the courses taught in relation to retention and achievement rates;
- To be proactive in developing links with industry and organisations active in the vocational area;
- To liaise effectively with management and staff within the college;
- To attend mandatory team meetings and staff development as requested
- To participate in the College's appraisal scheme in line with College Policy;
- To undertake and record continuing professional development (CPD) in line with College policy and legal requirements (30 hours per year on a pro rata basis);
- To act as Course Team Leader, if required, and to carry out duties according to college procedures;
- To provide guidance, advice and counselling support to students in accordance with college policy and in conjunction with the Manager;
- To assist with the marketing function if requested;
- Any other duties commensurate with grade and status as may reasonably be requested.
- You will be expected to be fully conversant with the college's range of safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all of the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Appropriate academic or professional qualifications:
 - NVQ level 3 or equivalent qualification in the relevant teaching subject area;
 - NVQ level 2 or equivalent qualification in Maths and English;
 - Teaching/training qualifications in line with LLUK regulations and College Policy, i.e. PGCE or Certificate in Education /Teaching Diploma, (or prepared to work towards);
- An excellent current working knowledge of the subject area;
- Appropriate level of experience;
- Ability to work flexibly and on own initiative to meet the needs of the college;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the curriculum and college needs (30 hours CPD on pro rata basis);
- Ability to achieve high standards working under pressure and with minimum supervision;
- Excellent interpersonal skills;
- Appreciation of quality issues in HE;
- Willing to undertake Criminal Record check in line with procedures.

DESIRABLE REQUIREMENTS

- Degree-level qualification/and or highly qualified in the appropriate subject area;
- Several years' relevant industrial experience;
- Previous experience of teaching and training ideally in the FE/HE sector;