



JOB DESCRIPTION

POST TITLE: LECTURER IN BUSINESS (80%)
POST NUMBER: WREQ2766
GRADE: LECTURER SCALE

JOB PURPOSE

The person appointed will join a dynamic progressive team and will be involved in primarily delivering across a range of full and part-time programmes, such as the BTEC Level 2 and 3 BTEC Extended Diploma in Business and or/Tourism programmes and degree level Business programmes.

DUTIES AND RESPONSIBILITIES

The person appointed will be responsible to the Subject Area Manager and ultimately to the Dean of Faculty, for the following:

- To provide high quality teaching and learning across a range of programmes particularly Level 2/3 BTEC Business and or/ Tourism programmes and HE level Business programmes.
- Tutorship of students, giving appropriate support to enable students to achieve their goals and progress to positive destinations.
- Interviewing and giving guidance to potential students.
- Assisting students in their progression to Higher Education, Apprenticeship opportunities or employment.
- To contribute to the development and continual improvement of courses, co-ordinating effectively with both staff and students.
- To be proactive in marketing/liasing with local schools, employers and Higher Education Institutions with the objective of improving teaching and forging partnership links.

GENERIC DUTIES

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

- To complete all associated organisation/administrative work, preparation and marking and internal verification.
- To deal with immediate student disciplinary and welfare problems.

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- To keep and maintain specified student and class records.
- To plan, prepare, develop and evaluate courses and course materials, and where appropriate supervise course provision.
- To assist with administration, enrolment, pre-enrolment counselling and identification of customer requirements.
- To participate in Programme/School/College activities as requested, including parents' evenings.
- To participate and undertake Staff Appraisal and in-service training based on an assessment of individual service needs.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College's Health & Safety Procedures.
- To be prepared to operate on a flexible year as required; members of the academic staff will normally be expected to work not more than two evenings per week on average.
- Comply with Information Security requirements, in line with Weston College policy.
- To undertake such duties as may be reasonably required commensurate with the grade of the appointment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate 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.



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CONDITIONS OF SERVICE

The College Standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1-6: £19,072.00 to £25,185.60 per annum (actual).

HOURS

Hours of attendance: Part-time, 29.6 hours per week.

Annual leave: 284.4 hours per annum, inclusive of statutory holidays and company closures (actual).

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

Lecturer contact hours: 828 hours per annum (pro-rata).

Weston College is committed to safeguarding and promoting the welfare of children, 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 Mathematics and English. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A relevant Degree (or equivalent qualification), which is appropriate to the work.	✓	
A Teaching Qualification. <i>All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first 2 years of service.</i>	✓	
Relevant successful teaching experience.		✓
Knowledge and experience of current teaching and learning strategies.		✓
Competence in IT.	✓	
Highly motivated with a strong work ethic.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work effectively as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself, your students and the courses that you lead.	✓	
Promoting a positive culture of involvement, listening and responsiveness to Student's Needs.	✓	
Ability to respond positively to change.	✓	