

JOB DESCRIPTION

Job Title:	Lecturer in Business (FE)
Department:	School of Business, Tourism and Creative Industries
Salary Range:	£30,942 - £38,017 p.a. (with opportunity to progress to £41,526)
Salary Grade:	AC2
Report To:	Head of Department (Business)
Job Purpose:	Plan, deliver and develop high quality learning opportunities for students to help them achieve their learning goals.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. Teach and manage learning activities on a range of courses provided by the School and associated subjects. 2. Develop and prepare curricula, course plans, learning materials, assignments, activities and assessments for student learning. 3. Undertake monitoring and assessment of students' course work, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement. 4. Act as an Assessor or Internal Verifier, if appropriate. 5. Participate fully in course team activities and act as Module Leader or team as appropriate. 6. Assist with the admission, enrolment and induction of students. 7. Organise student placements and visit students in the workplace, as required. 8. Contribute to the development, promotion and marketing of new courses and new approaches to teaching and learning. 9. Contribute to the review of learning programmes and to the implementation of quality improvement action plans. 10. Provide high quality academic, pastoral and personal support for students, including acting as personal tutor to a group of students. 11. Contribute to student recruitment through participation in marketing and promotional events, such as open evenings. 12. Liaise with employers, parents, schools and other

	<p>organisations as necessary to enable the learning requirements of students to be met.</p> <ol style="list-style-type: none">13. Undertake regular staff development and professional updating.14. Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.15. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity.16. Have a general duty of care surrounding health, safety and wellbeing of themselves and those around them.17. To ensure practice is in line with the requirements of the General Data Protection Regulations.18. To commit to upholding the principles of Safeguarding and the PREVENT agenda.19. To undertake such other duties as commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Lecturer in Business (FE)
Experience:	
1	Relevant industry experience in an appropriate professional setting.
2	Experience of lecturing/teaching/training.
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Skills & Abilities:	
6	Ability to teach across the full range of level 3 Business units.
7	Ability to engage with learners to support high quality learning outcomes.
8	Highly developed communication skills.
9	Ability to work effectively independently and within a small team.
10	Well-developed administrative, organisation and IT skills.
Education & Qualifications:	
11	A relevant undergraduate degree or equivalent professional qualification.
12	Teaching qualification or willingness to obtain.
13	English and Maths at minimum level 2 or willingness to obtain.
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Training & Professional Development:	
16	Evidence of relevant continual professional development.
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Other:	
21	Flexible approach to work: willingness to work evenings/weekends as required; willingness to work across the University/Departments as required.
22	Commitment to the principle of widening participation; commitment to the University's values and behaviours.
23	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.
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