

Post Title	0.5 Lecturer in Business Studies and Finance
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Main Grade Lecturer (Points 5-14) £23,737 - £34,430 per annum Pro rata to £11,868 - £17,215 per annum
Hours	18.5 hours per week Average 12 hours per week (432 hours per annum) teaching contact
Responsible to	Subject Sector Leader for Business & Head of School – Professional & Leisure Industries
Special Conditions	This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.  A full DBS Certificate via the Disclosure and Barring Service will be required for this post.
Closing Date	Sunday 24 March 2019 - midnight
Interview Date	TBC
Post No.	A525

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) [lsmith@craven-college.ac.uk](mailto:lsmith@craven-college.ac.uk)

### MAIN JOB PURPOSE

**To teach a range of units from Business programmes within the School of Professional & Leisure Industries and to act as Programme Leader, as required for one or more courses.**

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### KEY DUTIES AND RESPONSIBILITIES

This job description is a 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 teach a range of units from Business programmes (e.g. BTEC to HE, levels 1- 5) within the School of Professional & Leisure Industries and a range of learners, including 14-16 year olds and 19+;
- To develop and design appropriate learning materials for a variety of learners;
- To act as a Programme Tutor within the School and provide support and guidance to students and staff, as necessary;
- To prepare, mark, assess and record students work as necessary to meet quality assurance and self-assessment requirements within deadlines;
- To implement appropriate college quality assurance procedures and carry out relevant recording and administrative tasks to meet deadlines;
- To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous performance and improvement within the Business Studies provision;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate;
- To ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;
- To promote links with employers & external bodies and liaise effectively as required;
- To participate in curriculum development and promotional aspects of the curriculum and School such as open evenings and parent evenings;

- To attend relevant School/college team meetings in line with college requirements;
  - To function as an effective team member within the School and across the college, as appropriate;
  - 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;
  - To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
  - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
  - To participate in the college's appraisal scheme and undertake professional updating/staff development as required to meet the needs of the division and college;
  - To be fully conversant with the college's equality and diversity aims and objectives; and take appropriate positive action in the promotion and delivery of equality & diversity targets;
  - To be fully conversant with and implement the college's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff;
  - Any other duties commensurate with grade and status as may reasonably be requested.
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### PERSON SPECIFICATION

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

#### ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in a relevant subject area;
  - Vocational experience in Business and Finance;
  - Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards);
  - Experience of BTEC programmes;
  - Qualified to Level 2 (GCSE Grade A\*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
  - Recent relevant experience of teaching to a high standard in the FE sector including Business and Finance units;
  - Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
  - Excellent interpersonal skills and organisational skills;
  - Interest and understanding of current educational initiatives;
  - Ability to work flexibly and on own initiative to meet the needs of the college;
  - Ability to motivate staff and work effectively as a team member;
  - Ability to achieve consistently high standards under pressure;
  - Willingness and ability to liaise effectively with external bodies and agencies;
  - Willing to undertake professional development linked to the needs of the college;
  - Computer literate;
  - Driving licence and access to an appropriately insured vehicle.
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### **DESIRABLE REQUIREMENTS**

- Experience of being a programme /course tutor;
  - Experience of delivering courses in teaching support in schools;
  - Ability to apply ILT techniques within teaching;
  - Knowledge of current initiatives in FE/HE spheres;
  - Sound knowledge of quality issues in FE;
  - Experience of IV;
  - Assessor Awards.
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