

STANMORE COLLEGE

Lecturer in Business

We are looking for lecturer to teach across a range of vocational Business courses at Levels 1 and 3 but mainly Level 3. Starting 19th August 2019.

You must be enthusiastic and highly motivated, have a flexible approach to work and be able to work as a member of team.

Applicants must have a relevant degree and a full teaching qualification (PGCE/Cert Ed/DTLLS). Recent experience of teaching the relevant subject in a school, FE college or adult learning institution is essential.

Salary Scale: Band H – I, points 25 - 33, £28,561 - £35,726 per annum

For an application pack, please see our website : www.stanmore.ac.uk

Closing date for applications is Friday, 26th April 2019
Interviews will take place on Thursday, 9th May 2019.

STANMORE COLLEGE

Job Title: Lecturer in Business

Reporting to: Head of School

Job Summary: To teach across a range of vocational Business programmes from Levels 1 - 3

Main Duties

1. Managing the learning activities of students according to their educational needs.
2. Teaching effectively and efficiently on a range of courses.
3. Assessing, recording and reporting on the development, progress and attainment of students.
4. Developing, monitoring and evaluating curriculum provision and learning strategies.
5. Preparing assessment and learning materials.
6. Acting as a tutor as required and providing guidance and support for students within the framework of a college tutorial and pastoral care system.
7. Participating in the interviewing, admission, enrolment and induction of students.
8. Marketing of new and existing provision.
9. Maintaining discipline among students and safeguarding their health and safety both on College premises and when they are engaged in authorised activities elsewhere.
10. Participating in the College appraisal scheme and arrangements made for further training and professional development.
12. Taking responsibility for health and safety, equal opportunities and data protection within the scope of the post.
13. Performing administrative and organisational tasks related to the work of the College, including participation in meetings arranged for any of the purposes described above.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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JOB TITLE: LECTURER IN BUSINESS

Criteria	Possible source of evidence
QUALIFICATIONS:	
Relevant degree	Application form/ certification
Full teaching qualification (PGCE, Cert Ed, DTLLS)	Application form/ certification
EXPERIENCE OF:	
Recent experience of teaching vocational Business in a school, FE college or adult learning institution to the standard required	Application form/ supporting statement/teaching assessment
KNOWLEDGE OF:	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Requirements of teaching Law and Business	Supporting statement/teaching assessment/interview
Recent developments in post-16 education	Supporting statement/written exercise/interview
SKILLS:	
Communication skills, both verbal and written	Application form/ supporting statement/ written exercise/ teaching assessment/interview
Administrative and organisational skills	Supporting statement/ interview
ABILITY TO:	
Motivate post-16 students	Supporting statement/teaching assessment/ interview
Work as a member of a team	Supporting statement/ interview
Relate to other professionals in the working environment	Supporting statement/interview
PERSONAL QUALITIES:	
Enthusiastic and highly motivated	Supporting statement/teaching assessment/interview
Commitment to the ethos of Stanmore College	Interview
Flexible approach to work	Supporting statement/ interview
Commitment to continuous personal development	Application form/ supporting statement/ interview