**Business Lecturer**

**Full Time**

**Up to £37,427.57pa**

At **Nescot** we are recruiting for an exciting opportunity for a **Business Lecturer** in our modern and easily accessible campus located in **Epsom, Surrey**. This role is ideal for a candidate that has teaching experience and industry knowledge and is committed to the provision of high-quality teaching.

**What we are looking for:**

We are looking for a business lecturer who has the ability to teach young people about business through inspiring teaching and to develop students’ skills. It is highly desirable that the business lecturer will have experience delivering vocational programmes in business at BTEC levels 1 to 3

**Duties and Responsibilities:**

* Teach and deliver BTEC Enterprise and Entrepreneurship Level 1 to 3
* Plan and prepare teaching materials
* Promote learner welfare
* Complete administrative task linked with teaching and grading
* Inspire students to reach their full potential through innovative and pro-active approaches, projects and industry involvement placement

**Benefits:**

* 5-minute walk from Ewell East station
* Free parking
* Free online qualifications
* A discounted-on site gym, fitness classes, osteopathy and day nursery
* A choice of catering facilities including a discounted Starbucks
* Modern hair and beauty salon offering employee discounts

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

At Nescot, we’re proud of our inclusive culture and we welcome all applications. *Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Lecturer in Business |
| **Department:** | Business |
| **Fraction:** | 1 FTE |
| **Status:** | Full Time |
| **Grade:** | NLEC grade 4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Department |
| **Functional links with:** | Team, other college staff and CIS |

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| **Job Purpose:** |
| To teach and train learners and ‘clients’ in a variety of learning environments.  To provide support and opportunities for learners and clients to achieve their maximum potential |

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| **Main Duties and Tasks:** |
| * To teach on BTEC Business Level 2 and 3. * To complete the administrative work connected with teaching efficiently and effectively, including the preparation of class materials, marking of coursework and/or assignments, assessment of learners, setting and marking of relevant examination papers (BTEC External), progress reports, records of learners work and other termly or annual statistics as required. * To accurately and regularly maintain registers of learners’ attendance for each of your classes in accordance with the regulations printed on registers including completing the totals at the end of each session. * To prepare your learning materials in varied formats to facilitate a differentiated approach to teaching delivery and learner learning. * To provide within the learning programme indications of the frequency of assessment of learner work, deadlines for completion by learner, recording this within College systems as required, and to provide such copies as may be required by Head of Department, Department Administrator and/or CIS. * To prepare, before the courses begin, a Scheme of Work or an outline of your course to induct learners onto programmes and to advise learners on their choice of books, materials and other educational aids relevant to their course and to set up lessons on Google Classroom. * Undertake pastoral duties, communicate with parents/carers, offer professional guidance over progress, attendance and punctuality etc * To ensure the highest standards of quality assurance eg taking part in standardisation and moderation activities * To comply with the relevant Health and Safety legislation in connection with your work. To be aware of any special requirements of your particular area of work and to assume a level of responsibility appropriate to your role as set out in College Policies and Procedures. * To adopt a consistent approach to dealing with learner discipline within the College’s disciplinary guidelines, codes of conduct and other rules laid down by the College. * Research new topic areas, maintaining up to date subject knowledge and devise and write curriculum materials * To promote learner welfare. * Prepare learners for external examinations * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and learners. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc used by your class(s). * If so directed, to participate in any staff development or appraisal scheme of the College, for which payment will be made. * To support any visit by your Line Manager, an Ofsted Inspector or Senior Member of the College staff during any classes conducted by you. * To be responsible for the conduct of your class and to support and discipline learners within the College policy and procedures to maintain an effective learning environment for all (using the support of line managers and cross college facilities where necessary). To report any instances of misconduct, including by a learner damaging equipment, furniture or premises, to your line manager. * To follow up learner absences, withdrawals and destinations, by telephone, letter or other appropriate means and to inform Head of Department and CIS of final outcome to inform future action. * To be an active member of your course teams so that targets for enrolment, retention and achievement as agreed with the Head of Department are achieved, and to participate fully in team meetings, and other meetings/evenings as required in addition to teaching and administrative responsibilities, for which time off in lieu will be given. * To co-operate with the quality improvement programme within the college as required including full participation in the lesson observation programme. |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |

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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |

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| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: …22/11/22  UPDATED BY: HR Date: … 21/06/24  PLEASE CONTINUE FOR PERSON SPECIFICATION |

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| **Person Specification – Lecturer in Business** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Relevant work experience within the field of Business  Recent experience of teaching and assessing Business qualifications at Levels 1-3 | A  A/I | Possess a C & G Award in Education & Training or above recognised teaching qualification | A / I |
| **Skills and Abilities** | Good level of IT skills including Microsoft packages  Good verbal and written communication skills  Able to relate well to students and plan / deliver lessons to meet their individual needs  Innovative and pro-active in approach to working with learners | I/T  I  O/I  O | Previous experience of tutoring / pastoral care of FE programmes | I |

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| **Qualifications** | Willingness and commitment to undertake research and personal development in identified areas to be able to deliver the agreed curriculum  Qualified at HND or degree level in related subject  Willingness & Commitment to undertake training for the C & G Award in Education & Training and undergo College teachers toolkit training programme if candidate does not possess recognised teaching qualification | I  A  I |  | A  A |
| **Personal Qualities** | Able to evidence organisational and administrative skills  Able to evidence ability to work well within a team  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | I  I  I  I  I  M  I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |