

JOB DESCRIPTION

Title: Lecturer in Finance and Business Management

Responsible to: Senior Course Tutor - Huntingdon

Location: Huntingdon

Responsible for: Lecturing and Assessing

Responsibilities to include:

1. Lecturing and assessing

- 2. Student recruitment
- 3. Student safety and Health & Safety at Work
- 4. Information, Advice & Guidance
- 5. Safeguarding

Detailed Tasks

1 **Lecturing**

- 1.1 Deliver an appropriate learning programme in accordance with the Awarding Organisation guidance and Individual Learning Plans embedding basic skills and functional skills support
- 1.2 Lecture across a range of subjects using a variety of teaching and learning strategies demonstrating consideration of individual learner needs, interests, skills and aptitudes to enable achievement of their learning goals
- 1.3 Promote inclusive learning and group participation to encourage learner involvement in the negotiation of learning outcomes
- 1.4 Ensure that all learners learn in a safe environment free from oppression and discrimination
- 1.5 Develop and prepare a variety of learning resources relevant to the programme and the learner's needs
- 1.6 Upload all appropriate learning materials to the VLE (virtual learning environment) prior to lectures to provide adequate preparation time for all learners
- 1.7 To maintain appropriate records including those required by the awarding organisation
- 1.8 Ensure accurate completion of academic registers
- 1.9 Carry out regular formative & summative assessment in line with organisation and Awarding Organisation requirements ensuring learners are aware of and involved in assessing their progress and the achievement of their learning goals

- 1.10 Provide regular detailed feedback to learners and their employers regarding progression and achievement
- 1.11 Conduct learner reviews in line with College policy to monitor progression, provide support & guidance. Report unusual findings or concerns to the Senior Course Tutor and others as appropriate
- 1.12 Develop strategies with learners to improve retention, achievement and agree targets with the manager
- 1.13 Monitor learner attendance and punctuality and act in accordance with Academic Quality Handbook
- 1.14 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 1.15 Attend team meetings
- 1.16 Attend academic meetings
- 1.17 Provide support and guidance for timely completion of award
- 1.18 Attendance at Student Awards Ceremony

2. <u>Student Recruitment</u>

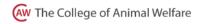
- 2.1 To promote all courses and assessment opportunities to employers and learners
- 2.2 To participate in the marketing of all course provision at career conventions, open days, exhibitions and conferences
- 2.3 To maintain and enhance existing links with the College
- 2.4 To foster and develop collaborative links with other organisations
- 2.5 To foster and develop links with employers

3. Student Safety and H&S at Work

- 3.1 To comply with the Health & Safety at Work Act
- 3.2 To comply with The College of Animal Welfare Health & Safety Regulations
- 3.3 To ensure that student safety is considered at all times
- 3.4 To participate in maintaining awareness of Health & Safety at the College and in the workplace
- 3.5 Draw to the attention of the line manager any issues of Health & Safety and to comply with the Health & Safety procedures required

4. Information, Advice & Guidance

- 4.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- 4.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- 4.3 Actively promote high quality information, advice and guidance
- 4.4 Listen to what clients of our service say about our provision and continually seek to improve our delivery



5. Safeguarding

- 5.1 Ensure you know the name of the designated person and their role
- 5.2 Know how to pass on and record concerns about a child or young person
- 5.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- 5.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- 5.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner
- 5.6 Be clear with students that you cannot promise to keep secrets
- 5.7 Ensure that the five Every Child Matters outcomes being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- 5.8 Promote health in areas such as:
 - Smoking
 - Drug and alcohol use
 - Disease prevention and control
- 5.9 Review policy and procedures on an annual basis

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities: appointments are open to members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	 Teaching qualification relevant to the teaching of adults or a commitment to undertake an appropriate initial teaching qualification to be achieved within 12 months of appointment (L3 Award in Education and Training) A Level 3 subject specific qualification and relevant experience Level 2 qualification in English and Maths, e.g. Key Skills or Functional Skills Willing to undertake essential CPD 	 Level 3 qualification in coaching Level 2 Customer Service award Level 2 qualification in ICT Subject relevant graduate 	 Sight of qualifications documents Application form
Experience	 Professional Registration must be up to date and a copy provided to Human Resources on annual renewal Understanding of quality improvement strategies 	Awareness of adult learning and how adult learners might be motivated	Application formReferences
Knowledge and Ability	 Up to date knowledge within the curriculum subject area. Understanding of syllabus and assessment requirements for the course Ability to communicate easily with students, employers, staff and others Ability to use technology within the classroom and in the preparation of materials 	 An ability to promote an inclusive learning environment free from discrimination or oppression Ability to manage the learning process by planning, monitoring and reviewing Ability to access learner progress and to give constructive feedback Ability to understand and implement quality 	Application formReferencesInterview
Attitude/Disposition	A self-evaluative approach to teaching and learning to develop quality provision	A commitment to lifelong learning and the understanding of its potential impact	References

Attributes	Essential	Desirable	How Identified
	 An understanding and commitment to promoting equality of opportunity An understanding and commitment to promoting 'safeguarding' of all students To meet professional vocational and teaching CPD requirements DBS – all staff are required to complete a Disclosure & Barring Service application in line with College procedures 		• Interview

Competencies

- A minimum of 21 hours teaching per week (full time lecturers)
- Attend all team meetings
- Participate in the recruitment, training and assessment of students
- Respond to emails, evaluations, requests for information and SAR requests within 3 working days.

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