



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. Student Recruitment

- 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Level 3 qualification in coaching • Level 2 Customer Service award • Level 2 qualification in ICT • Subject relevant graduate 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Professional Registration must be up to date and a copy provided to Human Resources on annual renewal • Understanding of quality improvement strategies 	<ul style="list-style-type: none"> • Awareness of adult learning and how adult learners might be motivated 	<ul style="list-style-type: none"> • Application form • References
Knowledge and Ability	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Application form • References • Interview
Attitude/Disposition	<ul style="list-style-type: none"> • A self-evaluative approach to teaching and learning to develop quality provision 	<ul style="list-style-type: none"> • A commitment to lifelong learning and the understanding of its potential impact 	<ul style="list-style-type: none"> • References

Attributes	Essential	Desirable	How Identified
	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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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