



JOB DESCRIPTION

Title: Course Tutor – Lecturer Finance and Business Management

Responsible to: Senior Course Tutor - Huntingdon

Location: Principal site: Huntingdon

Responsible for: Lecturing/Assessing on Business School courses

Responsibilities to include:

1. Lecturing across a range of courses
2. Student recruitment/Careers Events/Liaison
3. Student/trainee safety/Health & Safety at Work
4. Information, Advice & Guidance

Detailed Tasks

1 Lecturing across a range of courses including short courses

- 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 examining/awarding body
- 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 funding contract expectations 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/punctuality and act in accordance with Academic Quality Handbook when necessary
- 1.14 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 1.15 Attend team meetings (every 4 – 6 weeks)
- 1.16 Attend academic meetings at the request of line manager
- 1.17 Provide support and guidance for timely completion of award
- 1.18 Attendance at Student Awards Ceremony

2. Student Recruitment/Careers Events/Liaison

- 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 of Animal Welfare
- 2.4 To foster and develop collaborative links with other relative associations
- 2.5 To foster and develop links with employers

3. Student/Trainee Safety/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 improve our delivery

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 (i.e. PTLLS). • A Level 3 subject specific qualification or relevant experience to demonstrate knowledge to at least Level 3 in Accounts, Leadership and Management or Coaching. • 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 	<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, especially where this is externally accredited • 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

Attributes	Essential	Desirable	How Identified
Attitude/Disposition	<ul style="list-style-type: none"> • A self-evaluative approach to teaching and learning to develop quality provision. • 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"> • A commitment to lifelong learning and the understanding of its potential impact. 	<ul style="list-style-type: none"> • References • Interview

Competencies

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

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