

College of Haringey, Enfield and North East London Job Description and Person Specification

Post:	Hourly Paid Lecturer in Business
Location:	Enfield Centre/Tottenham Centre
Reporting to:	Curriculum Manager
Grade:	£24,71 to £26.78 per hour (excluding holiday pay)

Key Purpose

- Delivery of learning programmes
- To teach and assess students.
- To carry out related professional duties.
- To undertake general and corporate duties.

Main Duties and Responsibilities

Teaching and Assessment

- Teaches groups including associated preparation and marking
- To prepare schemes of work and lesson plans
- Designs and prepares learning materials and contribute to the collective learning resources of the college.
- To contribute to the action planning of students and provide interim and end of year reports as requested.
- To participate in the College's quality assurance procedures as directed.
- To undertake detailed assessment, and maintain attendance, destination and other records as required.
- Assesses students, including formative and summative assessments, internal verification and supervision of examinations.
- Maintains and provides records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like
- To participate in team meetings and staff training and development as required

Other Duties and Responsibilities

Resources

- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role.
- To participate in subject and course team meetings and reviews, for which additional payment may be made at a non-contract rate of pay.
- To provide statistics as requested.
- To ensure the requirements of external agencies such as examination and validation bodies are met.

General

- Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity, maintaining standards of student behaviour and Safeguarding young people and vulnerable adults.
- Participates in College programmes of staff appraisal and continuing professional development.
- Develop effective working relationships internally and with external partners.
- Participates in College programmes of staff appraisal and continuing professional development.
- To operate at all times in line with the College's values and behaviours.
- Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Possess a degree in an appropriate subject area	X	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	X	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	X	
Knowledge / Experience	Experience of teaching on a range of courses including BTEC Business, Travel & Tourism	X	
	Relevant vocational experience.	X	
	Pastoral or equivalent experience and understanding to support the broad needs of students.	X	
	Understanding and experience of curriculum development and innovation and developments in contemporary education.	X	
	Understanding of relevant Health and Safety requirements.	X	
Skills / Abilities	Ability to work as part of a team.	X	
	Ability to work on own initiative.	X	
	Organisational and administrative skills.	X	
	Ability to provide learning and tutorial support for students	X	
	Ability to teach on a range of courses in the subject area	X	
	Ability to promote and recruit for courses	X	
	Competent IT and keyboard skills	X	
	Communication skills.	X	
Safeguarding Young People and Vulnerable Adults	<p>An understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours 	X	

	<ul style="list-style-type: none">• attitudes to use of authority and maintaining discipline		
Other Factors/Additional requirements	An understanding and commitment to equality of opportunity	X	