

Westminster Kingsway College Job Description and Person Specification

Post:	Lecturer in Business (HPL) (Qualified)
Contract Hours:	0
Reporting to:	Curriculum Manager
Responsible for:	Business Students
Salary:	£26.83 per hour (Unqualified) - £28.47 per hour (Qualified) -

Key Purpose

You will be required to teach on a variety of Business subjects from level 2 to level 3 with other curriculum responsibilities that include assessment, feedback, student pastoral care, tracking student achievement and maintain high quality standards in line with awarding organisations.

Main Duties and Responsibilities

- Design and deliver teaching and learning materials.
- Plan lessons that differentiate students based on ability and individual needs.
- Closely monitor progress of all students.
- Contribute to the pastoral care of individual students.
- Set SMART aspirational targets for students.
- Encourage and offer feedback to guide students to achieve higher grades.
- Work with internal and external stakeholders.
- Keep timely records of student progress.

Expectations of the Post Holder

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- We expect you to be highly skilled in online delivery of content and online assessment
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Work as part of a team to ensure all quality, standardisation and moderation requirements are met to high standards.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers/teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.

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.

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We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

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	A relevant degree and /or professional qualification Evidence of continuous professional development	X	
	A Full teaching qualification	X	
	Possess a level 2 in English or Maths or a wiliness to achieve within a specific period	X	
Knowledge / Experience	Experience of being a personal tutor for 1 year or more in the relevant Curriculum Area applied for	X	
	Experience of teaching all levels within curriculum area applied for.	X	
	Keep effective records of student progress.	X	
	Experience of delivering high quality lessons and completing assessment online	X	
	Experience of effectively using Google Classrooms and MS Teams	X	
	Excellent knowledge and experience of curriculum delivery – BTEC structure.	X	
	Experience of using Pro Monitor		X
	Industry Experience		X
	Experience of creating and developing schemes of learning, and creation of good lesson plan/teaching resources. Taking in the differentiation of learners.	X	
	Experience of quality and assessment processes/ policies.	X	
	Experience of delivering high grade lessons, and show good levels of creativity and innovative sessions in class.	X	
	Participate and or /show experience of implementation of and compliance with t provisions of legislation and good practice relating to health and safety; prevent and safeguarding.	X	
	Knowledge of the Further education sector in particular policy developments in relati to issues that impact upon education, training and learning in an FE environment.	X	
Skills / Abilities	Good interpersonal skills and written and oral communication skills.	X	
	The ability to maintain records and produce relevant documentation as required.	X	

	Excellent administrative and IT skills, including knowledge of Microsoft Office, MS Teams, Google Classrooms	X	
	Excellent organisation, planning skills and very high attention to detail.	X	
	The ability to work in a highly pressurised environment	X	
	The ability to plan and monitor one's own workload, to ensure that deadlines are met.	X	
	The ability to work effectively as a team member.	X	
	A flexible approach to work in order to achieve deadlines.	X	
	Well-developed communication external liaison and networking skills.	X	
	An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients.	X	
	An awareness of safeguarding and how it relates to the work of this post in a further education College.	X	