

Job Description

Post:	Lecturer (Business)
Hours:	Full Time
Salary:	£25k to £30K
Annual Leave:	20 Days + Statutory Bank & Public Holidays pro rata
Reporting to:	Principal

Job Purpose

- Undertake teaching activities in the Business curriculum area, ensuring a high quality of provision, in response to students' needs.
- Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes.
- Ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

Role Specification

- Undertake teaching and learning related activities, including tutoring, as agreed.
- Liaise with other staff to ensure a high standard of teaching and learning
- Ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- Assist with monitoring student recruitment, retention and achievement and take remedial action where necessary
- Use effectively the systems used in SIRM (electronic or otherwise) to ensure student success
- Take an active role in the achievement of high individual student retention and success rates, meeting or surpassing the relevant targets for each.
- Develop curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- Participate in marketing activities, Open Days and specific curriculum events and promote SIRM for the purpose of advertising, good public relations and increased recruitment.
- Maintain current knowledge of awarding body requirements and changes to qualification structures an education policy.
- Champion equality and diversity as a central theme in the Business programme.
- Champion an active student voice strategy to enhance the student experience.
- Create safe and healthy learning environments for students, which comply with SIRM's Health and Safety Policy and health and safety legislation.
- To understand personal responsibilities in relation to Safeguarding.
- Evening and weekend work may be required.

This Job Description is intended as an outline indicator of general areas of activity and may be amended in the light of the changing needs of the organisation.

Person Specification

Personal attributes required based on Job Description Essential (E) or Desirable (D)		E/D	How Assessed
Experience			
Relevant industrial/commercial/subject experience	E	Application Form/ Interview/ Mini Lesson	
Good communication and presentation skills, written and verbal	E		
Teaching and assessing learners	D		
Curriculum delivery and associated administration	D		
Effective operation of quality systems	D		
Managing diverse groups of students	D		
Working within Higher Education	D		
Knowledge			
Higher education curriculum knowledge	E	Application Form/ Interview/ Mini Lesson	
Microsoft Office applications	E		
An understanding of safeguarding	E		
Awareness/desire to develop new course provision	D		
Application of digital technology to learning	D		
Understanding of virtual learning environments and on-line learning	D		
Health and safety legislation	D		
Equality Act 2010	D		
Qualifications			
Degree or equivalent qualification	E	Application Form/ Certificates/ Assessment	
Level 2 literacy and numeracy	E		
Master's Degree or equivalent qualification	D		
Assessor or Verifier units	D		
A Certificate in Education or Post Graduate Certificate in Education	D		
Other Requirements			
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	E	Checks and Clearances	