

## **JOB DESCRIPTION**

JOB TITLE: Lecturer in Business

DEPARTMENT: Business & Professional Services

RESPONSIBLE TO: Head of Department

RESPONSIBLE FOR: No Subordinate Staff

PURPOSE OF JOB: To teach on courses/ programmes within the department and support associated courses throughout the College and carry out all associated administrative duties.

### **About the Role**

We are seeking an enthusiastic, industry-informed and learner-focused **Lecturer in Business** to join our Business & Professional Studies team.

You will deliver high-quality teaching across our Business programmes (e.g. BTEC, T Level, Apprenticeships or other FE provision as applicable), inspiring students to achieve their potential and progress into higher education, apprenticeships or employment.

This role combines excellent teaching, curriculum innovation, learner support and active contribution to departmental development within a dynamic Further Education environment.

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### **Key Responsibilities**

#### **1. Teaching, Learning & Assessment**

- Deliver high-quality, engaging and inclusive teaching across Business programmes.
- Plan and deliver lessons that meet curriculum requirements and awarding body standards.
- Create a positive, inclusive and aspirational learning environment.
- Differentiate teaching to meet individual learner needs, including SEND and high achievers.
- Identify and address barriers to learning through effective support strategies.
- Design plans of learning, lesson plans and learning resources that promote active learning.

- Develop and implement effective assessment strategies, including formative and summative assessment.
  - Provide timely, constructive feedback that supports student progress and achievement.
  - Track, monitor and report on learner progress in line with college procedures.
  - Organise and supervise educational visits, employer engagement activities and enrichment opportunities.
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## **2. Curriculum Development & Innovation**

- Contribute to the design, review and continuous improvement of Business programmes.
  - Develop innovative curriculum content aligned with industry trends and employer needs.
  - Write and review programme aims, objectives and assessment materials.
  - Participate in standardisation, internal verification and quality assurance processes.
  - Analyse student outcomes and progression data to inform curriculum improvements.
  - Support the development of new courses and partnerships with employers or higher education institutions.
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## **3. Student Support & Personal Development**

- Act as a Personal Tutor, providing academic and pastoral guidance to a group of learners.
- Support students in setting targets and developing individual action plans.
- Provide guidance on progression routes including higher education, apprenticeships and employment.
- Promote attendance, engagement, professional behaviours and employability skills.
- Identify safeguarding, wellbeing or support concerns and follow appropriate referral processes.
- Maintain accurate records of student progress, tutorials and interventions.

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#### **4. Quality & Administration**

- Contribute to the effective day-to-day running of the department.
- Maintain accurate and up-to-date records in line with college and awarding body requirements.
- Implement College policies and procedures, including safeguarding, equality & diversity and health & safety.
- Participate in quality assurance processes including lesson observations, self-assessment and inspection preparation.
- Support departmental meetings, open events and recruitment activities.

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#### **5. Professional Responsibilities**

- Contribute to the achievement of college strategic priorities and departmental KPIs.
- Engage in continuous professional development, including industry updating and pedagogical training.
- Participate in the College's appraisal and performance development process.
- Promote equality, diversity and inclusion in all aspects of work.
- Safeguard and promote the welfare of children, young people and vulnerable adults.
- Undertake additional duties commensurate with the grade and nature of the role.