

Post Title	Lecturer in Business Studies and Management
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Main Grade Lecturer (Points 5-14) £25,493.41 - £36,085.11 per annum, pro rata to £20,670.33 - £29,258.20 per annum
Hours	30 hours per week Average 20 hours per week (701 hours per annum) teaching contact
Responsible to	Head of Department – Business & Technology Industries
Special Conditions	<p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent.</p> <p>A full DBS Certificate via the Disclosure and Barring Service will be required for this post.</p>
Closing Date	1 June 2025
Interview Date	11 June 2025
Post No.	A683

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for futures roles as appropriate

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

To teach a range of units on Business and Business related programmes within FE and HE in the Business & Technology Industries and to act as Programme Leader, as required for specific programmes. You may also teach business related units on other programmes across other departments

For an informal discussion please email Greg Aspin gaspin@craven-college.ac.uk

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To teach a range of units from Business and Business related programmes (FE to HE, levels 1- 6) within the Department of Business & Technology Industries and other departments to a range of learners, including 14-16 year olds and 19+;
- To develop and design appropriate learning materials for a variety of learners;
- To act as a Programme Leader within the Department and provide support and guidance to students and staff, as necessary;
- To prepare, mark, assess and record students work as necessary to meet quality assurance and self-assessment requirements within deadlines;
- To implement appropriate college quality assurance procedures and carry out relevant recording and administrative tasks to meet deadlines;
- To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous performance and improvement within the Business Studies provision;
- To seek ideas, consult with colleagues and introduce innovative ways to embed the accurate and consistent use of English and Mathematics' skills within planned learning and classroom environment as appropriate;
- To ensure maximum engagement by your students in English and Maths, resulting in English and Maths success rates of at least the national average for 16/17;

- To promote links with employers & external bodies and liaise effectively as required;
 - To participate in curriculum development and promotional aspects of the curriculum and School such as open evenings and parent evenings;
 - To attend relevant Department /college team meetings in line with college requirements;
 - To function as an effective team member within the Department and across the college, as appropriate;
 - To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
 - To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
 - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
 - To participate in the College's Performance Review scheme and undertake professional updating/staff development as required to meet the needs of the Department and College;
 - To be fully conversant with the college's equality and diversity aims and objectives; and take appropriate positive action in the promotion and delivery of equality & diversity targets;
 - To be fully conversant with and implement the college's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all students and staff;
 - To follow and implement Our College Behaviours
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in a relevant subject area;
- Vocational experience in Business, Hospitality and /or Events;
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed (or working towards);
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame);
- Recent relevant experience of teaching to a high standard in the FE and/or HE sector;
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Interest and understanding of current educational initiatives;
- Ability to work flexibly and on own initiative to meet the needs of the college;
- Ability to motivate staff and work effectively as a team member;
- Ability to achieve consistently high standards under pressure;
- Willingness and ability to liaise effectively with external bodies and agencies;
- Willing to undertake professional development linked to the needs of the college;
- Computer literate;
- Driving licence and access to an appropriately insured vehicle.

DESIRABLE REQUIREMENTS

- Experience of being a programme tutor;
- Experience of BTEC programmes;
- Experience of delivering courses in teaching support in schools;
- Ability to apply ILT techniques within teaching;
- Knowledge of current initiatives in FE/HE spheres;
- Sound knowledge of quality issues in FE and HE;
- Experience of IV;
- Assessor Awards.