JOB DESCRIPTION

JOB TITLE: **Teacher of Business/Marketing**

GRADE/SALARY: Academic PayScale

DEPARTMENT: Sixth Form College

RESPONSIBLE TO: Head of Department

CAMPUS: Strode's College

JOB PURPOSE: To teach Business/Marketing to Level 3 learners with demonstrable enthusiasm for the subject. To ensure high quality student learning through the most effective, efficient, and economic use of the College's resources.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. Effective delivery of a teaching programme within the areas of competence of the post holder paying due regard to student progression towards successful and value-added completion.

2. Regular assessment of student progress and preparation of appropriate progress reports.

3. Provide accurate and timely data and information including registers, withdrawals and transfers, assessment and examination results and progress reports.

4. Maintain student morale and discipline inside and outside 'the classroom' within the college site and in conjunction with College Management.

5. Keep abreast of Curriculum development, syllabus and assessment requirements relevant to the areas of teaching and competence of the post holder.

6. Work effectively within the team/s responsible for devising, reviewing and maintaining effective teaching and learning strategies.

7. Support through the organisation of and/or delivery of extra mural activities necessary to the student's career and personal development.

8. Support and encourage the Course Team's outreach and liaison work within the community and relevant organisations outside the college.

9. Assessment of professional and personal development needs through playing a full part in the College's appraisal and performance management process.

10. Keep up to date in relevant areas of professional expertise through reading; attendance at meetings; visiting industry/commerce; membership of networks as appropriate.

11. Develop and maintain links with industry/commerce within the overall framework of such links throughout the college.

12. Attendance at relevant parents/open evenings.

13. To play a proactive role in promoting the good name of Windsor College at all times.

14. Develop existing and/or new courses together with other members of the team/s.

15. Undertake course co-ordination responsibilities when required.

16. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding and Child Protection Policy.
- The principles and procedures set out in the Data Protection Policy

PERSON SPECIFICATION

Teacher – Business/Marketing

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Appropriate Degree **(Please state this in your application form)**	✓		AF
An endorsed Teaching qualification or a willingness to work towards **(Please state this in your application form)**	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in English **(Please state this in your application form)**	✓		AF
A Level 2 qualification (GSCE A-C or equivalent) in Maths **(Please state this in your application form)**	✓		AF
EXPERIENCE			
Recent experience of teaching Level 3 courses	✓		AF / IV
Recent experience of teaching T-Level and/or BTEC Business		✓	AF / IV
Ability to demonstrate successful experience in supporting learners to high achievement		✓	IV
Relevant industry links or experience.		✓	IV
Experience of providing pastoral support, preferably to students age 16-18.		✓	AF / IV
SKILLS / KNOWLEDGE / ABILITIES			
Knowledge of recent developments in the teaching of Business	✓		AF/IV
The ability to inspire students and to deliver a high standard of teaching, learning and student support.	✓		IV
Ability to demonstrate a contribution towards the raising of retention and achievement for own programme/curriculum area.		✓	AF/IV
Possession of excellent interpersonal, organisational, communication and IT skills.	✓		IV
The ability to evaluate, reflect and continue to improve.	✓		IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview
All of the elements marked AF/IV will also be assessed at interview
All or some of the above elements may be assessed at interview