



### Job Description

<b>JOB TITLE:</b>	<b>Business Studies Lecturer</b>
<b>SALARY:</b>	<b>T1 – T11 £30,612 - £44,091</b>
<b>HOURS:</b>	<b>37 hours</b>
<b>REPORTS TO:</b>	<b>Head of Department</b>
<b>CAMPUS:</b>	<b>Berkshire College of Agriculture</b>
<b>JOB PURPOSE:</b>	Provide an outstanding student experience through teaching and assessment enabling students to maximise their potential.

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

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#### **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 postholder, paying due regard to developing independent learners, and enabling student progression towards successful completion
2. Develop ways of working that are responsive to learners' needs, monitor and evaluate progress and practice and prepare learners for examinations.
3. To work closely with the Specialist Learning Coaches to support learners with barriers to learning.
4. To promote and facilitate high levels of student attendance, retention and achievement
5. Provide accurate and timely data and information, including registers, withdrawals and transfers, assessments, examination details and progress reports.
6. Attend and contribute to curriculum team meetings and student success meetings etc. as required.
7. To contribute to the assessment of learners, from application through to progression and to inform appropriate placing on course including the setting of targets, milestones and provision of support
8. Draw up confidential ILPs and learner profiles on the ePLP, outlining individual strengths and areas for development, agreeing targets and milestones with learners and subject teachers, contribute to their review and updating throughout the year.
9. Keep up to date in relevant areas of professional expertise through research; attendance at meetings and relevant training; membership of networks as appropriate.
10. Maintain student morale and discipline inside and outside "the classroom" within the College sites and in conjunction with College management.
11. Support the organization of extracurricular activities necessary to the student's career and personal development.
12. Attendance at relevant parents/open evenings.



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

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

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.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

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 College's Data Protection Policy

Jun 2025



## PERSON SPECIFICATION

### Business Studies Lecturer

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
Educated to a minimum Level 2 (GCSE A*-C) qualification in English and Maths or equivalent. <b>(please state this in your application)</b>	✓		AF
An endorsed teaching qualification or willingness to work towards – DTLLS or equivalent	✓		AF
A Level 3 qualification in a vocational area	✓		AF
Assessor/ Verifier Award		✓	AF
<b>EXPERIENCE</b>			
Experience of teaching		✓	AF/ Test
Experience of working within a vocational area	✓		AF/IV
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Able to embed English and Maths into Curriculum	✓		Test
Proven ability to use Microsoft Office, Word, Outlook and PowerPoint	✓		AF
Ability to motivate students	✓		Test
Good administrative skills with the ability to organise work and meet deadlines	✓		AF/IV
Flexible approach to work	✓		AF/IV
Interpersonal skills to work with a range of stakeholders	✓		IV/ Test
Enthusiasm for teaching, learning and subject area	✓		IV/ Test
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in college	✓		IV
Commitment to inclusion	✓		IV

**KEY:**

Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview

All the elements marked IV will be assessed at interview.

All the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation