



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Teacher of T Level Marketing
<b>GRADE/SALARY:</b>	Academic Pay Scale
<b>DEPARTMENT:</b>	Business
<b>RESPONSIBLE TO:</b>	Head of Department
<b>CAMPUS:</b>	Windsor College
<b>JOB PURPOSE:</b>	To teach T Level Marketing and act as a Curriculum Lead for Level 3 Business and Marketing. 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.**

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

1. Deliver high-quality teaching across T Level Marketing and Level 3 Business, ensuring effective learning, strong student progress and high value-added outcomes.
2. Monitor and assess student progress regularly, providing timely, accurate and constructive feedback, alongside the preparation of progress reports and assessment data.
3. Maintain accurate and up-to-date student records, including registers, assessment outcomes, withdrawals, transfers and examination results, ensuring compliance with college systems and timelines.
4. Foster a positive and purposeful learning environment, maintaining high standards of student behaviour, engagement and morale both inside and outside the classroom, in line with College expectations.
5. Contribute to and uphold high standards of Teaching, Learning and Assessment through active participation in course team activities, quality assurance processes and the sharing of best practice.
6. Support the development, review and continuous improvement of curriculum provision, including the design of new courses and enhancement of existing programmes to meet student, employer and higher education needs.
7. Undertake course co-ordination responsibilities as required, contributing to the effective day-to-day management of programmes.



8. Remain up to date with curriculum developments, syllabus changes and assessment requirements relevant to subject areas, ensuring teaching reflects current best practice.
9. Engage fully in the College's appraisal and performance management processes, taking responsibility for continuous professional development through research, industry engagement, networking and training.
10. Develop and maintain effective links with employers, industry and external organisations to enhance curriculum relevance and student progression opportunities.
11. Support and contribute to enrichment activities, including extra-curricular and extension opportunities that promote students' personal, academic and career development.
12. Participate in outreach, liaison and recruitment activities, including open evenings and community engagement, promoting the College positively at all times.
13. Work collaboratively with colleagues, course teams and college leadership to support departmental and organisational priorities.
14. Carry out any other duties commensurate with the grade and responsibilities of the post as required.

## 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 of T-Level Marketing and Level 3 Business**

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
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
<b>EXPERIENCE</b>			
Recent experience of teaching within the subject areas.	✓		AF
Experience of providing pastoral support, preferably to students age 16-18.	✓		AF/IV
Ability to demonstrate successful experience in supporting learners to high achievement.	✓		AF/IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Knowledge of recent developments in the teaching of T-Level Marketing and Level 3 Business.	✓		AF/IV
The ability to inspire students and to deliver a high standard of teaching, learning and student support.	✓		AF/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.	✓		AF/IV
The ability to evaluate, reflect and continue to improve.	✓		AF/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