Job Description and Person Specification

Associate Lecturer in Business (Bank)

Team: Business

Reports to: Teaching & Learning Manager

Location: Brighton Central Campus

Job Purpose

- To undertake teaching activities requested by the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with managers and colleagues.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

Key Responsibilities

- To undertake teaching and learning related activities, as agreed.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To contribute to the development of curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To understand personal responsibilities in relation to Safeguarding.
- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- Adopt a proactive approach to participation in appropriate meetings and training, as agreed with the curriculum area.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant industry experience in a business/property services environment	Essential	Application Form/ Interview/ Mini Lesson
Teaching and assessing learners	Desirable	
Curriculum delivery and associated administration	Desirable	
Managing diverse groups of students	Desirable	
Working within Further Education	Desirable	
Knowledge		
Microsoft Office applications	Essential	Application Form/ Interview/ Mini Lesson
An understanding of safeguarding vulnerable groups	Essential	
Application of digital technology to learning	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Health and safety legislation	Desirable	
Equality Act 2010	Desirable	
Qualifications		
Level 3 (or equivalent) in related subject	Essential	Application Form/ Certificates/ Assessment
Level 2 literacy and numeracy	Essential	
Assessor or Verifier units	Desirable	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/ Interview/ Mini Lesson
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour	Essential	
Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing	Essential	
Ability to solve problems and make decisions	Essential	
Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	

Other Requirements		
To undertake continuing professional development	Essential	Interview/ Checks and Clearances
Evening and weekend work as required	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: This is a 'bank' position meaning that we may offer you assignments which are available (although we are not required to do so) and if you wish, you may accept the work we offer (but similarly, you are not obliged to do so). There are no guaranteed minimum hours of work. Assignments will be agreed in advance with the Line Manager.

Salary range: An hourly rate is payable for each agreed hour of teaching. The hourly rate includes contact time, non-contact time and pro rata holiday entitlement.

The minimum of the scale is £27.12 (inclusive)
The maximum of the scale is £42.28 (inclusive)

	Minimum	Maximum
Contact time:	£14.55	£22.68
Non-contact time:	£7.27	£11.34
Holiday:	£5.30	£8.26

Holiday entitlement: Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.

Pension scheme: Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.

Termination: This contract will be automatically terminated if you have not undertaken any Assignments in a twelve-month period. Alternatively, the notice period to be given by you or by the Corporation is one week.