

Ambition	To achieve the highest standards
Support	A caring, safe and inclusive environment
Partnership	Collaborative working to achieve shared goals
Innovation	We use our initiative and are agile in finding creative solutions
Responsibility	We take individual and collective responsibility
Equality	We work with integrity and are open, honest and respectful of each other

Job Title: Business Lecturer

Salary: Grade 5 £31,543 - £41,122 Per annum

Curriculum Area/Department: Service Industries

Responsible To: Curriculum Leader

Job Purpose:

Working within the DN Colleges Group and based at Doncaster College, the post holder will assume responsibility for teaching on a range of Business, Management and Enterprise programmes, including our new T Level Management and Administration qualification.

The role will require passion for seeking out new opportunities, strengthening the existing programme area and bringing new ideas that will contribute to the leadership of a programme of study. The role will involve working collaboratively across the group to develop innovative and creative approaches towards teaching, learning and assessment of all our students.

Main Duties and Responsibilities:

- To be a Programme Tutor for one or more programmes of study within the Business subject area.
- To be responsible for efficient administrative duties in areas such as admissions, timetabling, examinations, assessment of progress, student attendance and quality assurance (including course quality files).
- To report on key performance indicators, engage in the analysis of attendance, retention and achievement data and target setting to raise standards.
- To undertake curriculum development, including the development of specific subject areas, preparation of learning materials and marking of student assignments, ensuring that learning and teaching goals are attained, and achievement is appropriately recorded.
- To assure the quality of the student learning experience by effective delivery of formal scheduled teaching, blended learning and tutorials paying due regard to student progression towards successful completion.
- To contribute to the management of learning programmes including quality assurance and undertake all necessary planning, preparation, and assessment to ensure effective and teaching delivery, adhering to college policies and procedures, funding requirements and external body requirements.
- To use appropriate assessment methods and information to inform planning, provide student guidance, coaching, mentoring and maintain student records, ensuring that all learners receive the support they require to meet their individual learning needs.
- To undertake all necessary administrative tasks associated with learner registration, assessment, progress and achievement, attendance, targets, record keeping and reporting in a timely and appropriate manner adhering to college policies and procedures.

- To work effectively with external stakeholders in planning and delivering College provision and supporting student work experience.
- To ensure that College policies and procedures are abided to, including quality assurance policies and procedures, to satisfy internal and external requirements.
- To be a member of relevant team(s), attend team meetings and contribute to quality assurance systems and procedures including course review and evaluation and self-assessment.
- To contribute to appropriate curriculum development initiatives, evaluation of courses, course materials and the departmental annual Self-Assessment Report (SAR).
- To recruit and enrol students onto relevant programmes and meet enrolment targets.
- To provide appropriate pre and on-course guidance to support learners through to successful completion and / or progression.
- To proactively undertake all mandatory and job specific training as required and to take ownership of personal development within the role in identifying any personal training needs and to be prepared to develop additional skills and update these in accordance with legislation as required.
- To plan and use a range of innovative and creative teaching and learning techniques, including appropriate use of new and emerging technologies, ensuring they are inclusive, promote equality and diversity, motivate students, and encourage independence and autonomy.
- To keep up to date with academic/vocational subjects and develop and maintain links with industry.
- Contribute to a sensitive and supportive approach to safeguarding and equality and diversity.
- To actively monitor student absences and behaviour and take appropriate action as required.
- To liaise with members of the course team, student support team and, as appropriate, with parents/guardians in the support of students. Attend parents' evenings.
- To be actively involved in the recruitment of students by undertaking promotional activities such as Open Days, Roadshows, Admissions, and Information Events. This will involve flexible working (occasional evenings and weekend working).
- To contribute to the production of publicity materials for courses and other activities with which you are involved, including destinations and success stories.
- To maintain the professional image of the College in the duties you are undertaking by demonstrating excellent time keeping and customer service skills while undertaking such duties.
- To work in close co-operation with Curriculum Leaders, Directors, members of programme teams and other working groups. This will include leading meetings with Programme teams and attending other working groups, as appropriate.
- To agree and set high aspirations through challenging personal targets for students through SMART targets to enable students to fulfil their potential.
- To embed Maths or English in lessons for all students.
- To participate in College's staff appraisal system and staff development plan.
- To work flexibly to meet the requirements of the post and the College.

- To undertake any such other appropriate duties in keeping with your role as deemed necessary by your Line Management to satisfy the needs of the business.

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.

To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality, Diversity and Inclusion, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

JOB TITLE : Business Lecturer				POST NO:	RESPONSIBLE TO	Curriculum Leader	
SCHOOL/SECTION/DEPARTMENT			Business	GRADE:	RESPONSIBLE FOR	Students	
SPECIFIC ATTRIBUTES	No	ESSENTIAL CRITERIA		HOW MEASURED	No	DESIRABLE CRITERIA	HOW MEASURED
A	Education and Qualifications	1	Hold a relevant subject related degree or equivalent qualification	Certificates Application Form	5	Assessor/IQA qualification or willingness to work towards	Certificates
		2	Hold a recognised teaching qualification or be working towards				
		3	Minimum Level 2 Maths and English				
		4	Has strong knowledge of Business, enterprise, finance, management, and administrator subjects				
B	Work Experience	1	Extensive experience in the field of Business, Management and Finance.	Application Form Interview			
		2	Experience of embedding English or Maths in lessons				
		3	A proven high standard of teaching skills and abilities or demonstrable potential to attain outstanding teaching				
C	Specific Skills, Aptitudes and Knowledge	1	Innovative and competent in utilising all available resources to provide a stimulating learning environment, including use of MS Teams and learning technologies	Interview Application Form			
		2	Effective in managing behaviour and in motivating all students to make a positive contribution to the learning environment and fulfil their potential for learning				
		3	Demonstrate commitment to achieving the highest possible standards for all students with a proven record of enabling students to improve their performance and fulfil their potential				
D	Personal Qualities	1	Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	Application Form Interview			
		2	Excellent interpersonal skills and the ability to communicate effectively, both verbally and in writing, with all stakeholders				
		3	Very good administrative and organisational skills including the use of IT				
		4	Demonstrable effectiveness in promoting equality and diversity through teaching, managing the learning environment and challenging discriminatory behaviour and attitudes				
		5	Commitment to the safeguarding of all students				
E	Other related experience				1	Hold a full driving licence	Copy of driving licence

MANAGER COMPLETING PERSON SPECIFICATION:

Danielle Barnard

DATE:

June 2025

**POST NO:
SUMMARY OF TERMS AND CONDITIONS
(INCLUDING REMUNERATION)**

Perm/Temp	Temporary (Fixed Term 01/08/25 – 31/07/26)
Grade and Salary	Grade 5 £31,543 - £41,122 per annum
Hours	35.5 hours per week
Part Time	The college is prepared to consider applications for a fraction of the hours advertised. Most posts are suitable for job share, joint applications are welcome. However, applicants who want part-time work but have no job share partner are encouraged to apply as the College can usually make adjustments to accommodate different working arrangements
Flexible Working	Employees are expected to be flexible, hours of work can be subject to averaging. The College is open during the evening and at weekends to a limited extent. The nature of the College's business means that holidays can only to be taken at certain times. The specific details applicable to this post will be discussed at interview.
Qualifications	Lecturers who do not hold a Certificate in Education or equivalent qualification will be expected to achieve Certificate in Education within a timescale that will be agreed at the time of appointment. The College will fund the tuition fees associated to your teaching qualification.
Annual Holiday	35 days bookable days Plus 8 public holidays Plus two weeks at Christmas
Level of Disclosure for this post	Enhanced
Costs incurred as a result of employment	All reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc.) are reimbursed provided that approval, was obtained in advance. Claims (supported by receipts) are submitted on a monthly basis (more often if appropriate) for processing.
Smoking	The College has designated smoking areas on site.
Uniform	Employees are expected to wear a uniform if one is provided.
Pension	The Corporation will pay employer contributions to the TPS
Health Scheme	Employees may join the Health Scheme.
Union	Employees may join a Trade Union. The Group recognises Unison/UCU/NEU.

