

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Business Tutor (FE and HE)
Responsible to:	Head of Curriculum BLE
Responsible for:	

1.	Job Purpose:
1.1	<ul style="list-style-type: none"> To take a key role in the development and delivery across the Curriculum area.
1.2	<ul style="list-style-type: none"> To lecture and provide appropriate support in the teaching of a range of qualifications in related disciplines.

2.	Key Responsibilities:
2.1	<ul style="list-style-type: none"> To teach in the curriculum area as directed by the Head of Curriculum Area.
2.2	<ul style="list-style-type: none"> To manage, develop, promote and review the learning programmes within the area and be aware of and apply national trends and developments within the programme area.
2.3	<ul style="list-style-type: none"> To respond to new curriculum issues affecting programme delivery and student learning/training activities.
2.4	<ul style="list-style-type: none"> To review teaching inputs regularly in the context of changing needs of students and programmes.
2.5	<ul style="list-style-type: none"> To prepare and assemble suitable teaching materials and learning resources for the delivery of all courses/classes designated.
2.6	<ul style="list-style-type: none"> To identify and respond to students' needs and welfare with counselling, guidance, support to own competence and, where necessary, refer to appropriate alternative authority.
2.7	<ul style="list-style-type: none"> To carry out assessments of learning consistent with College processes and the requirements of relevant awarding bodies.
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2.9	<ul style="list-style-type: none"> To contribute to the marketing, promotions and enhancing of the profile of the programme area.
2.10	<ul style="list-style-type: none"> To prepare and submit timely samples of learner work for the College Internal Quality Assurance process and participate in IQA / moderation activities.
2.11	<ul style="list-style-type: none"> To liaise with externally appointed external verifiers, external examiners, examining and validating bodies and employers. To regularly report to the Head of Curriculum Area / Curriculum on the progress and timely completion of candidates.

3.	Specific Duties:
3.1	<ul style="list-style-type: none"> To prepare learning materials to support a range of programmes
3.2	<ul style="list-style-type: none"> To deliver a range of Business subjects from Levels 2 – 6, with specific focus on Digital Marketing / Finance
3.3	<ul style="list-style-type: none"> To deliver engaging and challenging sessions which support learner achievement
3.4	<ul style="list-style-type: none"> To assess learner work in accordance with awarding body requirements providing and recording formative and summative feedback to candidates
3.5	<ul style="list-style-type: none"> To ensure that the all course resources are available to learners using Microsoft Teams
3.6	<ul style="list-style-type: none"> To ensure that assessments are marked in a timely manner and ready for Internal Quality Assurance as per the programme assessment plan and to prepare a sample of learner work for External Quality Assurance
3.7	<ul style="list-style-type: none"> To have available and maintain schemes of work for all courses/classes, copies of each to be logged in the course technical file.
3.8	<ul style="list-style-type: none"> To engage in moderation / IQA activities on both HE and FE programmes
3.9	<ul style="list-style-type: none"> To respond to queries related to recruitment onto the programme and learner progress in a timely manner
3.10	<ul style="list-style-type: none"> To participate in departmental, CPD, IQA and mandatory training activities
3.11	<ul style="list-style-type: none"> To actively engage in the promotion of business programmes to the wider community, including open events, schools liaison, publicity activities
3.12	<ul style="list-style-type: none"> To participate in the enrolments of students.

3.13	<ul style="list-style-type: none"> To carry out the general administrative duties associated with the post, including registers, timetabling requirements etc.
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4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> To take reasonable care to safeguard their own safety and that of others with whom they work; To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
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8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)
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9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	A Bachelors degree in a related business subject	E	
	A Bachelors degree which includes Finance and /or Digital Marketing		D
	A Masters degree in a related business subject		D
	Hold a recognised teaching qualification at Level 3 or above e.g. PTLLS.	E	
	Level 2/GCSE English and Maths	E	
	PCGE/ Cert Ed		D
Specialist Knowledge	Business Finance		D
	Knowledge of Digital Marketing and Promotion		D
	Knowledge of Economics	E	
	Knowledge of English Legal System		D
	Knowledge of Tourism or Public Services curricula		D

	Academic and operational knowledge of a range of business subjects		D
	Knowledge of BTEC assessment procedures		D
	Knowledge of Higher Education assessment and delivery protocols		D
Experience	Industrial Experience in a related subject	E	
	Recent relevant teaching or training experience within the FE sector	E	
	Experience of Higher Education delivery and assessment		D
	Teaching experience in a classroom setting.	E	
	Assessment and IQA of candidates.		D
	Experience of using on-line learning, or willingness to be taught how to use it		D
Skills and Attributes	ILT skills including Word, Excel, Outlook, Teams (or similar online communications tool) Internet and Power Point	E	
	Professional interpersonal skills, able to develop effective working relationships	E	
	Professional, clear, effective communication - verbal & written skills	E	
	Engaging presentation skills - face to face and online	E	
	Administrative & organisation skills to enable coordination and delivery of the workload.	E	
	Learner-focused	E	
	Enthusiastic and committed	E	
	Flexible and adaptable approach to work	E	
	Able to work on own initiative	E	
	Team Worker	E	
	Able to deal effectively with new challenges	E	
	Able to work under pressure and prioritise	E	
	Suitable to work with children, young people & vulnerable adults	E	

Other	DBS check carried out on appointment	E	
	Flexibility to deliver at all East Riding College campuses	E	

Qualities identified and determined by:

E = Essential

D = Desirable