

Job Description

Title: Lecturer in Business
Department: Academic
Reports to: Programme Leader
Grade:

Job Purpose:

To plan, deliver and evaluate creative and innovative teaching and learning to students. The post-holder shall assist in the coordination of recruitment, enrolment and induction of students. Contribute towards the planning and effective running of the curriculum and department.

Main duties and responsibilities:

1. To teach at undergraduate level in areas allocated by the Principal/Dean of School and reviewed from time to time by the Principal/Dean of School.
2. To contribute to the development, planning and implementation of a high quality curriculum.
3. To assist in the development of learning materials, preparing schemes of work, course booklets and maintaining records to monitor student progress, achievement and attendance.
4. To participate in departmental and faculty seminars aimed at sharing knowledge and building interdisciplinary collaboration within and outside the department.
5. To participate in the development, administration and marking of exams and other assessments.
6. To provide pastoral care and support to students.
7. To participate in the administration of the department's programmes of study and other activities as requested.
8. To contribute to departmental, faculty, or working groups or committees as requested.
9. To maintain own continuing professional development.
10. To actively follow and promote FSB policies, including Equal Opportunities.
11. To carry out any other duties commensurate with the grade and purpose of the post.
12. To actively engage in and support the internal verification process
13. To participate in the recruitment and enrolment process
14. To engage in the Quality Assurance process, and demonstrate an understanding of the regulations associated with the awarding bodies.

It is expected that holiday entitlement should be taken at times convenient to the curriculum offer.

Staff Signature _____

The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act 1998.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All academic staff's are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct teaching and enable and other forms of knowledge transfer, at the highest levels.

This job description will be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Employee's name, surname.....

Employee's signature.....

Date:

Person Specification

Skills, knowledge, qualifications required for job

We require the following skills/knowledge and attitude:

1. Knowledge

- Thorough understanding of the subjects with the discipline of business.
- Experience of module leadership and an ability to manage resources such as team.

2. Skills

- Teaching and other forms of public presentation.
- Proven record of ability to supervise academic work by undergraduate.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.

3. Aptitude

- Ability to work collaboratively.
- Ability to share in organisation and management of HND/C and other relevant programmes

4. Qualifications

- PhD
- PGCE (Postgraduate Certificate of Education) or other teaching qualification

5. Previous Experience

- Teaching and or other employment in business or business related industry posts
- Assessment of student work
- Internal Verification experience
- Curriculum design.
- Pastoral care of students.

Staff Signature _____

6. Personal Qualities

- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- Commitment to FSB's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds

7. Other requirements

- Membership of a relevant professional organisation.