CANDIDATE PACK



Job Title:

Lecturer - Business

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.



Job Description

Post: Lecturer in Business

Reports to: Curriculum Manager Business

Hours: 1FTE – 37 hrs per week (24 hrs teaching per week)

Spine point: 27-34

Location: Bromley Campus

Context:

Main Purpose:

- To contribute effectively to the successful learning experiences of students in the College through:
- Effective teaching that meets or exceeds College standards and results in high levels of student retention and achievement.
- Course management as required.

Duties and Responsibilities:

1. To offer students a high-quality learning experience to achieve the goal or qualification for which they are studying.

2. To teach effectively on a range of College courses and programmes.

3. To lead a small course team and be a course tutor as required.

4. To contribute to the personal development of the students.

5. To develop course materials, schemes of work, lesson plans etc. and make these available through the colleges shared information system.

6. To contribute to the organisational requirements of the School and the College.

7. To carry out all duties and responsibilities with due regard to the College's Single Equality Scheme.

8. To co-operate with the College in order to ensure his/her own health and safety and that of students and colleagues.

9. To teach on a range of programmes relevant to the curriculum subject.

10. To make a significant contribution to curriculum development and course co-ordination.

11. To teach on programmes in other College service delivery areas as may be reasonably required.

12. Tutorial and personal development work with a range of students.

13. To contribute effectively to the team's collective responsibility for:
    ·marketing activities
    ·regular meetings
    ·the induction of new members
    ·planning, designing and up-dating the programme and its materials and activities
    ·delivering the programme
    ·course and student records and associated administration
    ·recruitment and interviewing of students
    ·the assessment of students
    ·monitoring student progress
    ·the evaluation of the programme
    ·identifying personal and professional development needs
    ·developing and maintaining links with employers

14. To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.

15. To work with others to develop existing and new programmes.

16. To be appraised as part of the College Appraisal Scheme.

17. To work co-operatively with the Curriculum Manager and Curriculum Co-ordinator and colleagues to achieve School and College objectives.

Person Specification for Lecturer - Sports and Public Services

Qualifications

	Essential	Desirable
To be qualified or working towards teaching qualification.	✓	
Teaching or training experience in relevant subject.	✓	
Minimum of Level 2 literacy and numeracy or willingness to complete	✓	
A good standard of general education	✓	

Knowledge and Experience

	Essential	Desirable
Knowledge and understanding of course structures, learning approaches and assessment.	✓	
Experience of managing and motivating colleagues and leading a curriculum team		✓
Organisational skills in programme planning and delivery	✓	

Skills and Competencies

	Essential	Desirable
Evidence of sustained high-quality teaching ability (Grade 1 or 2)	✓	
The ability to articulate clearly and to be understood in teaching and making presentations to class groups	✓	
Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies	✓	

	Essential	Desirable
Efficient administration skills to support good student record keeping	✓	
Skills in working as a member of a team and motivating colleagues	✓	
Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices	✓	
The use of a wide range of teaching aids, including ILT as applicable	✓	
A commitment to the promotion of equal opportunities	✓	
Ability to work safely at all times, in accordance with the College and departmental/ team risk assessment procedures and to contribute to the development of risk assessments as periodically directed by line managers.	✓	
An understanding of, and commitment to, the College's Equality and Diversity policies	✓	
A commitment to continuous professional development at both personal and team levels	✓	



How to Apply

To see all our roles and to apply now visit careers.lsec.ac.uk

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