

# **London Professional College**

## **Teacher of Business Studies**

### **Job Purpose:**

- To deliver outstanding teaching and learning on programmes in Business Studies, helping students to achieve and progress. Initially, this will focus on L3 Diploma in Business Administration. The role will also involve assessment of student work, ensuring detailed feedback is provided and records of their progress are maintained.
- Supporting other colleagues and managers in the further development of the College.

### **Key Responsibilities:**

1. Deliver teaching and learning for the Level 3 Business Administration Diploma (60 Credits) according to the agreed plans, implementing effective teaching strategies to engage students and facilitate learning.
2. Undertake assessment of student work within stated timescales and based on the LOs and AC specified in the units
3. Provide one-to-one or small-group tutoring support sessions.
4. Establish and maintain effective and professional relationships with individual students and groups.
5. Take account of ILRs created for each student, in order to create learner profiles and ILPs, ensuring progress with achieving stated goals is monitored.
6. Promote the development of employability and wider skills in students, including their social and emotional development.
7. Provide support for bilingual/multilingual students including developing knowledge and understanding of life in the UK.
8. Play an active part in the development of the flexible curriculum and the learning materials to support this.
9. Show commitment to his/her personal professional development
10. Adhere to and demonstrate commitment to all the policies, procedures and values of London Professional College (LPC) including.
  - Active promotion of equality, diversity & inclusion and championing anti-racist practice,
  - Following rules on data protection according to the College policy
  - Undertaking training on safeguarding and prevent and ensuring the policy and processes are incorporated in teaching and learning,
  - Complying with all requirements stated in the Health and Safety Policy
11. Have the facilities, tools and equipment to deliver online, distance learning provision.

12. Undertake other duties as required which are broadly consistent with the general functions and grading of this position.

### Person Specification

<b>Qualifications/experience/expertise</b>	<b>Essential</b>	<b>Desirable</b>
Degree in Business Studies or equivalent	X	
Higher level qualification and/or evidence of further study		X
Teaching qualification or a desire to work towards this	X	
English and maths Level 2 Functional skills or equivalent	X	
Experience of teaching in a post 16 environment in the area of Business Studies or a relevant subject discipline	X	
Experience of delivering learning online and working with learners remotely		X
Experience of making assessment decisions on learner work	X	
Relevant industrial experience		X
Experience of designing curriculum and/or assessments and implementing new initiatives		X
Experience of working with students with different levels of ability	X	
High level of organisational and planning skills	X	
Excellent interpersonal skills and the ability to work with a range of learners	X	
Evidence of strong listening skills	X	
IT literate	X	
Ability to work independently and progress work to a conclusion within agreed timescales	X	
Ability to work with others and be a constructive member of a team	X	
Excellent communication skills, both oral and written	X	
Commitment to own personal growth and development both in the educational domain and in relation to the subject area	X	
Flexible and motivated	X	