

LINCOLN COLLEGE

JOB DESCRIPTION

Post Title:	Lecturer in Business for Chengdu I&T	Grade:	Lecturer Scale Point 1 - 7
Post Number:	LC0553P	Date:	Dec 2019
Line Manager:	Learning and Skills Lead – International Delivery	Directorate:	International Commercial and
Daily Supervision:	Learning and Skills Lead – International	School:	International Commercial and

Job Purpose:

To provide the highest quality educational experience in business programmes using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector or higher education in China. To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for accounting students in China. The post is based at Chengdu Industry & Trade College, but may involve teaching at other centres.

Principal Duties and Responsibilities:

1. To contribute to teaching across Business related programmes including (but not limited to):-
 - BA (Hons) Business and Management- including weekend delivery model
 - Level 3 Foundation/ Extended Diploma in Business
 - Level 2 Extended Certificate in Business
 - Level 1 Diploma in Business
2. To act as Programme Coordinator for specific courses as required by the Head of Learning and Skills
3. To contribute to the development of specialist disciplines, helping to maximise success rates and raise recruitment.
4. To promote the development of English and maths skills within programmes of study.
5. To carry out the role of a Personal Tutor if / as required.
6. To contribute to the development of new programmes.
7. To liaise with awarding bodies and external examiners / verifiers.

8. To contribute to industry engagement and the development of work related learning experiences
9. To assist with the operational and commercial development of the College.
10. To liaise with schools, parents, universities and / or employers as appropriate, to optimise student progression.
11. To contribute to the process of programmes marketing and the recruitment and selection of students.
12. To contribute to the student enrichment programme.
13. To participate in any cross-college / working party groups as from time to time may be established.
14. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

**LINCOLN COLLEGE
PERSON SPECIFICATION FORM**

Post Title: Lecturer in Business for Chengdu I&T **Grade:** Lecturer Scale Point 1 - 7

Post No: LC0553P **Date:** Dec 2019

Directorate: International & Commercial **Unit/School:** International

No.	Requirement	Proposed Selection Method *
Knowledge		
1.	Honours degree in Business or related subject.	A / I
2.	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts).	A / I
3.	Higher level degree in related subject	A / I
Skills/Abilities – Interpersonal		
4.	The ability to teach and manage learning across a range of business related programmes.	A / I / T
5.	The ability to communicate effectively to a wide range of people.	A / I / T
6.	Good presentation skills.	A / I / T
7.	The ability to respond to individual learning needs.	A / I / T
8.	The ability to work in a non-discriminatory manner.	A / I
Experience		
9.	Proven competence of teaching on business related programmes.	A / I
10.	Programme co-ordination and the management of quality.	A / I
11.	Personal tutorship within further education programmes.	A / I
12.	Relevant industrial or practitioner experience	A / I
Work Related Circumstances		
13.	The ability and willingness to undertake relevant staff development.	A / I
Skills/Abilities – Other		
14.	Good organisational / planning skills.	A / I / T
15.	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A / I
16.	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A / I

Prepared By: Rick Long
Designation: Head of Learning and Skills- International & Commercial

Date: Dec 2019

* A = Application Form

I = Interview

T = Test