

Job Description -

Head of T Level Business, Finance and Accounting

Reporting to Head of Faculty for Business and Land**The key purposes of this role are to:**

Lead a team of lecturers across T Level to plan and deliver high quality teaching, learning and assessment on all the courses you teach.

Ensure a high level of positive student outcomes on your courses.

Enhance the overall experience of students through your involvement in wider College life.

Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard.

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference what we know about student needs and abilities in order to provide stretch and challenge for all.
	Managing lessons to ensure that students are clear about expectations and make good progress.
	The regular use of formative assessment to check learning.
	Meeting College and team assessment/marking standards.
	Providing clear guidance for LSWs supporting learning in your classes.
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups.
	Taking some opportunities to develop the curriculum intent, literacy and numeracy, digication and entrepreneurial skills and develop 'wider world' understanding (inc E&D/Prevent) across each course.
	Ensuring high quality resources and (where relevant) vocational experiences are available to students.
	Work with the team in the planning, delivery and assessment of the Business Management, Finance and Accounting T Levels including industry placements.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes through our college processes.
	Completing registers, tracking documentation, reviews and references to deadline.
	Liaising effectively with Parents, Pastoral team and Student Journey team to address attendance and performance concerns.

Enhance the overall experience of students	Actively contributing to developing the Business curriculum based on national best practice in order to establish and maintain a reputation for excellence.
	Actively supporting students to engage with and contribute to the life of the College & beyond
	Actively contributing to the wider life of the College.
	Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies.
Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Administering courses or delegated projects in accordance with College, Exam board and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.
	Taking responsibility for elements of provision including care of particular resources and activities where required.
	Playing an active and positive role in the development of the Faculty and its courses
	Analysing available data in order to inform line managers, action planning and decision making.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.	

If you are a tutor, the Tutorial Job Spec will also apply. See below.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

<p>Indicators/ sources for reaching performance judgements (not exhaustive):</p> <p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (inc student survey) • Parent feedback • SOW and CI • Success Rate Data • Observation • Corero Notes, • Inspection reports • student retention and attendance data • Recruitment and retention • MIS • TeamS (inc assessment) records
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| <ul style="list-style-type: none">• Marking• UCAS Reference quality• Line manager, peer and cross-college feedback• Value Added• External Quality Reports (eg. E and Professional Studies) |
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Cirencester College Expected Competencies

In addition to the specific selection criteria, Cirencester College have a range of competencies we would expect from academic staff and which we will use to review performance. Incremental progression will be dependent upon having no significant weaknesses against these competencies.

Applicants will need to be able to demonstrate these competencies at application or interview stage and headline terms should be addressed in your letter

Values

- Promoting college values and act with integrity, honesty and respect.
- At all times promote the college reputation
- Showing leadership and resilience in difficult periods, setting standards of behaviour and attitude that others aspire to, and engaging in helping resolve wider College issues. Having a 'can-do' approach

Focus on students

- Identifying, understanding and giving priority to meeting the needs of our customers, to provide the highest standards of service
- Relentlessly focussing on adding value and improving outcomes for all students including closing equalities gaps
- Working with teams review, monitor and develop the whole student experience to ensure students enjoy their studies and reach their potential
- Continuously develop teaching, learning and assessment through training, sharing good practice and innovation

Job Description: Personal Tutor (Lecturer)

Reporting to: Pastoral Manager for this element of your role



The key purposes of this role are to:

- induct and integrate your students into the College and the transition to student life and **ensure that they survive and thrive** here
- **create tutor group identity** around student ambitions and interest and provide tutorial activities which build upon this
- **provide students with a clear line of sight** to employment, self-employment or HE; developing their confidence and relevant skills in order to get there. To manage their individual 'tutoring pathway' to ensure that it is fit for purpose
- **performance manage your group of students** to ensure that they maximise their full potential
- **safeguard** and promote the welfare, equality and diversity of all students at Cirencester College

	This post is accountable for:
Ensuring students survive, thrive and progress	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Clearly and actively signposting support services, including learning support
	Contribute actively to College Induction Day and other student induction activities
	Liaising effectively with parents/carers and attend meetings/consultation evenings as appropriate
	Actively supporting students to engage with and contribute to the life of the College & beyond
	safeguarding and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for your tutees
create a tutor group identity	Providing clear frameworks for students in terms of expectations, policies and rights.
	Innovate and develop tutorial activities around student ambitions in order to equip them with the motivation, skills, experience and knowledge to successfully pursue their chosen path

	Developing an expertise in understanding routes into the career or HE path linked to your particular tutorial group(s)
	Ensuring that all tutees can identify with the tutorial group identity
	Delivering the basic tutorial programme
provide students with a clear line of sight to employment, self-employment or HE;	Closely monitor the quality of tutoring within your Faculty. Intervening whenever standards fall and providing staff development where needs are identified
	Proactively and robustly monitor attendance
	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
performance manage your group of students	Closely monitor the progress of individual students against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.
	Liaising effectively with Senior Tutors, lecturers, Student Journey team, SAMs or counselling service to address attendance and performance concerns
	Checking and signing off any course change application in the first six weeks
	Initiate parent contact, meetings, warning letters and other key processes
	Complete annual Individual Learning Reviews to deadline.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):
<p>Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy</p> <ul style="list-style-type: none"> • Student Feedback (inc student survey) • Parent feedback • Individual Learning Plans, • Success Rate Data • Observation • Corero Notes, • Referrals to Senior Tutors, • student retention and attendance data • Destinations Data • UCAS Reference quality • Feedback from staff

PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A degree or equivalent in Accounting, Finance or Business	AAT, Accounting or Finance experience
		Full driving licence including section D (minibus test)
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	Understanding of how to raise performance.
	A focus on maximising student success	Evidence of innovation in designing or delivering courses.
	The imagination and ability to organise enrichment activities within the curriculum	Interest in and enthusiasm for wider business and economic issues
	Familiarity with Accounting or Finance qualifications	Experience delivering L2 and L3 vocational Business, AL and Economics
	Ability and/or willingness to design and lead on new units and qualifications	
	IT literate	
	Ability to liaise with employers & assist with co-ordination of student work placements and employer masterclasses	
	Punctual and reliable	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
EXPERIENCE		Evidence of success in previous/current teaching roles
		Experience teaching in Accounting, Finance or Business
		Experience delivering training or working in the Accounting/Finance/Business sector

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Head of Business Studies

Faculty of Business and Land

Required: 5th January 2023

Academic Salary range 1-14: £24,679 to £41,612



Dear Prospective Applicant,

First of all, thank you for taking an interest in the position of Business lecturer at Cirencester College. We are in an exciting position where we want to recruit someone to join our ambitious team from September 2021. This post has arisen due to a growth in student number across our exciting Business T Level qualification.

We are a top performing 6th form College, which was previously a Tertiary College. The vast majority of our c2800 students are doing level 3 programmes, mainly A Levels, but the College is one of the first across the country which has been selected to deliver the new innovative T-level qualifications. The College has already started the delivery of some T level programmes with further courses rolling out each academic year. Within the Business and Education Faculty we are excited to have started the T levels in Accounting, Finance and Business Management. Alongside the T level courses that will be on offer in the near future the Faculty already offers Business A-level with 140 students on the first year of the course and 90 in their second year. We also offer a very successful Level 2 Business transition programmes which has a Technical qualification embedded within it.

A teaching or lecturing qualification is clearly an advantage but we are equally open to applications from those with experience or graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification. Relevant employment and/or practical experience within Business, would be a positive factor. We are keen to appoint a motivated and aspirational individual who is committed to continued



professional development. We have a proven track record of taking inexperienced staff, training them through our recognised teacher training Award and Diploma programme and producing some superb practitioners. All we ask is that you have a good Honours degree in a relevant subject, an eagerness to work hard, and a desire to go above & beyond for our students. Those with the mindset, attitude and dedication gained from military service are also welcome to apply as this job will require the skills of innovation, resilience and creative thinking to truly flourish in this role. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious culture.

The College is undergoing major building renovation and expansion in this area of our provision, and all digital related teaching will have brand new accommodation in the next academic year. This includes a contemporary new 'digital building' which is a major upgrade for the College providing advanced technology and facilities for our students. Alongside this we also have a vast

Unlike schools, the College has its own pay scale which currently runs from 1-14: £24,679-£41,612. We have approximately 350 staff including managers, lecturers and a wide array of support staff that

all work closely together to create the best possible learning environment for our diverse and flourishing learners.

We are located in a rural area with all the additional benefits & challenges this brings. Approximately two-thirds of our students come in by bus each morning. In doing so, they are choosing to come to us rather than our many competitors. We have grown by listening to students (and parents) and delivering a great student experience, as well as excellent raw and value-added results. Students come to us for the choice of subjects we offer, the socially relaxed but academically focused atmosphere, and the freedom to develop in a safe and supportive environment.



You would be joining a top performing College & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong values and a well embedded 'Ciren Way' of going about things. The successful applicant would be part of a group of staff capable of achieving excellence. We have a strong tradition of sharing good practice at the College and within the Business and Education Faculty. We also have well-established links with a group of benchmark Colleges, with whom we share ideas and discuss emerging challenges of the day (such as linear A levels, new specifications, etc). New ideas are shared most weeks at Monday cross-College staff development sessions and this also provides a good way to get to know teachers of other subjects. These sessions have been hugely supportive to both new staff & those with many years of experience. New teachers to the College &/or the profession will also receive further support to help them familiarise themselves with the College.

The Faculty of Business and Education includes 20+ lecturers, from a wide variety of disciplines including Economics, Travel, Media and Adult Education. All staff work with each other across College and many are involved with enrichment activities offered to the students to supplement their studies.

As a lecturer your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will also be required to contribute to the main marketing events and parents' evenings. For the tutor element of the role, you will be supported by many other teachers in the Business and Land Faculty who also act as personal tutors, as well as the Progression Tutors and Pastoral Managers.

Please refer to the job-specification (including the tutor role) that provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them.

In terms of a work setting, both the College & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a post-work run.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to visit the College or ask questions to find out more then please contact the Head of Faculty for Business and Education nicola.webster@cirencester.ac.uk

Yours sincerely

Nicola Webster

Head of Business and Land Faculty