

Job Description:

Business Teacher



Business Teacher

REF: KGV45-771

The role:

The role is to contribute to the development and delivery of Business and Economics qualifications, including Level 2, T Level, A Level Business, and A Level Economics. This may include teaching across a variety of programmes depending on the skills and expertise of the successful candidate.

Introduced in 2022, the T Level Business course has attracted significant interest from applicants and has a full cohort in year 1 and year 2, making it a very popular course for our local school leavers.

The course has excellent industry links with local businesses and economic institutions. Students on this programme benefit from a wide range of trips, visits, and enrichment opportunities.

The successful candidate will also play a key role in curriculum development and growth of both subject areas in collaboration with the college's marketing team. The College has dedicated and industry standard facilities including a Board Room, Business Hub, and Employer-led Curriculum Design.

The post holder will be self-motivated, enthusiastic, and able to demonstrate enthusiasm whilst working with the curriculum leader to continue to drive improvements in the area. Experience of delivering Business and Economics courses will be particularly advantageous.

Teaching hours may be at either of the College's two sites.

Responsible to:

The postholder is responsible to the Head of Division.

Key Accountabilities and Responsibilities:

- To plan and prepare courses and lessons in the context of the subject's scheme of work to ensure all students are provided with every opportunity to realise their potential and achieve their aspirations and goals
- To teach, set and mark work appropriate to the needs of students to enable them to achieve the highest possible standards in their agreed learning programme
- To keep abreast of developments in the relevant subject(s)
- To assess, record and report the attendance, progress and attainment of individual students through subject and College reviews, parents' evenings and progress meetings and references
- To liaise with other members of staff as relevant, e.g., Director of Curriculum and Head of Divisions, Teachers, Progress staff, Learning Support staff and Careers staff
- To liaise with the College exam team to ensure accurate and timely entries for exams and coursework submissions
- To ensure students have access to appropriate enrichment to facilitate their progression, for example, access to trips and visits, enrichment activities and/or other certificated provision, work experience, guest speakers
- To attend and contribute to Staff/Subject Meetings/Open Evenings as appropriate

- To share in and support the discipline, progress and wellbeing of individual students in line with College procedures
- To encourage full attendance, managing the behaviour and discipline of students in your classes
- To provide guidance and advice to students on relevant subject matters as appropriate
- To assist with career development as appropriate including providing information and subject specific references for UCAS and job applications
- To monitor and encourage the involvement of students in a wide variety of extension and enrichment activities
- To be actively involved in the College's continuous development programme ensuring personal progress and growth
- To participate in the College Quality Programme
- To ensure subject provision and resources meet all relevant Health and Safety requirements, being aware of your Health and Safety responsibilities and ensure completion of Health & Safety training as and when required as laid out in the College Health and Safety Policy
- To ensure subject provision and resources meet all relevant Safeguarding and Prevent requirements, being responsible for Safeguarding and Prevent and promoting the health and welfare of all College students as laid out in the College Safeguarding & Prevent Policy
- To contribute to the overall College Marketing provision
- To act in accordance with all agreed College policies and procedures
- To undertake any such other duties as may reasonably be required

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
A relevant degree or equivalent professional qualification	E	A
Level 2 qualification or equivalent in Numeracy and Literacy (or willingness to undertake and achieve within 2 years)	E	A
A recognised teaching qualification	E	A
Possession of a post graduate qualification in related subject	D	A

Experience		
Previous relevant teaching experience in Business at Level 3 or above	E	A/I
Previous relevant teaching experience on A level Business	D	A/I
Evidence of success achievement student learning including positive value added scores	D	A/I
Relevant work industrial or commercial experience (as appropriate)	D	A/I
Evidence of high standards of classroom practice	E	I

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Possession of relevant knowledge and expertise in Technology Enhanced Learning (ILT).	D	A/I
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Knowledge, Skills and Attributes		
Enthusiastic and innovative teacher with sound knowledge of current trends in Teaching and Learning	E	I
Ability to lead &/or work in a subject area and cross college team	E	I
Sound communication skills	E	I
Be highly motivated and driven being able to contribute actively and effectively to the success of your subject and the College	E	I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Be prepared to undertake staff development	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

Salary:

£30,513.00 to £36,912.00 per annum

Summary of Terms and Conditions of Employment:

The post is offered on the Southport Education Group contract for newly appointed lecturers. This consists of a normal working week of 35 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 49 days plus Bank Holidays. The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. They will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention

and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: Wednesday 18th June 2025 (9:00am)

Interviews will be held: Within one month of closing date

Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to personnel@southport.ac.uk

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

CVs alone will not be accepted.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

