

Full Time Tutor/Assessor

HND Business/Entrepreneurship

(up to 37.5 hours per week)

Salary: Circa £33,000

Have you got what it takes to develop and teach a Business course, and inspire a dedicated team of staff? If so, we want to hear from you!

ASTML is seeking a dynamic individual with experience of teaching at undergraduate level (higher education levels 4 and 5) in a Further Education setting with **either a background in the areas of Business and/or Entrepreneurship**. You will be responsible for the teaching of Modules in Pearson approved HND Business course as well as contributing the overall quality of teaching and assessment by working closely with a small team of staff.

You should have experience of teaching at higher levels, curriculum development and quality assurance. You will set high standards in teaching skills and possess relevant academic and/or professional qualifications at master level or equivalent.

TITLE: Tutor/Assessor Business and Entrepreneurship

SALARY: Based on experience

BASED AT: Hounslow/Oldham

JOB TYPE: Full Time

JOB PURPOSE:

To design, develop and produce learning and teaching material and deliver either across a range of modules or within a subject area stated below;

HND Year 1	HND Year 2
Business and Business Environment	Research Project
Marketing Essentials	Organisation Behaviour
Human Resource Management	Identifying Entrepreneurial Opportunities
Management and Operations	Launching a New Venture
Management Accounting	Managing and Running a Small Business
Managing a Successful Business Project	Business Strategy
Business Law	Planning for Growth
Entrepreneurship and Small Business Management	

Tutors will ensure the efficient and effective delivery of teaching courses in accordance with the College's strategy, policy and procedures, contribute to activities which influence leading edge practice which will also undertake research activity.

RESPONSIBILITIES AND DUTIES:

- Curriculum development and exam board validation process.
- Ensure program and resources are available through updated VLE
- Prepare and maintain sampling plans for internal verification/moderation.
- Ensuring student records are completed and are maintained.
- Participate in IQA/ standardisation/staff meetings.
- Work with the team to develop Schemes of Work and Lesson Plans to improve the overall quality of provision for the department.
- Advise Managers on any training and staff CPD needed.
- Participate in a monthly team meeting and in the self-assessment process.
- Undertake projects and initiatives as directed by line manager.
- To supervise environments conducive to learning within the College.
- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of the applicant.
- To teach and assess students studying at HND levels.
- To provide support, opportunities and referring students to external agencies where appropriate for students to achieve their maximum potential.
- To undertake such other duties, training and/or hours of work as may well be required by the line manager within a reasonable workload and which are consistent with the role of Tutor/Assessor.

QUALIFICATIONS AND REQUIREMENTS

- Level 5 and above qualification in Business Management/Entrepreneurship.
- TAQA qualification is preferred.
- Excellent IT skills, including word processing, spreadsheets and databases.
- Ability to work under pressure, plan and prioritise own workload to meet tight deadlines.
- Highly motivated and able to work with minimum supervision.
- Commitment to self-improvement and open to constructive feedback.
- Experience in organising and liaising with outside organisations.
- Experience of teaching Business/Entrepreneurship at Level 3/4/5.