**Business and** **T-Level in Management and Administration**:

**Job Title:** Lecturer and Assessor; Business and T-Level Management and Administration  
**Contract Type:** Full-time / Part-time  
**Reports To:** Curriculum Manager

**Job Purpose:**

To deliver high-quality teaching, learning, and assessment to students enrolled in Business and T-Level in Management and Administration courses. The role includes preparing learners for academic success, industry placements, and career readiness, in alignment with national standards and college quality expectations.

The successful candidate will become part of a well-established, high-performing team; therefore, strong collaboration skills and the ability to contribute effectively within a team-oriented environment are essential.

**Key Responsibilities:**

**Teaching & Learning:**

* Plan, deliver and assess engaging lessons in accordance with the relevant awarding body.
* Use a range of teaching strategies to support differentiated learning needs and ensure inclusive practices.
* Develop and adapt schemes of work and lesson plans to meet curriculum and student requirements.
* Integrate digital learning tools and platforms to enhance learner engagement and progress.

**Assessment & Quality Assurance:**

* Conduct formative and summative assessments in line with awarding body criteria (Pearson, Gateway and T-Level standards).
* Act as an assessor and internal verifier (if qualified) ensuring timely and accurate feedback, grading, and reporting.
* Maintain accurate student records including progress tracking, attendance, and assessment outcomes.
* Contribute to standardisation and moderation meetings and participate in internal and external quality assurance processes.

**Industry and Employability Focus:**

* Support the delivery of employer-set projects and work placement preparation for T-Level students.
* Liaise with industry partners to ensure curriculum relevance and up-to-date occupational practices.
* Prepare students for future employment, apprenticeships, or further education pathways.

**Pastoral and Academic Support:**

* Act as a personal tutor, providing guidance, academic support, and pastoral care to a designated group of learners.
* Monitor individual learning plans and support learners in achieving their personal and academic goals.
* Participate in parents' evenings, student reviews, and college enrichment activities.

**Professional Development and Compliance:**

* Maintain up-to-date knowledge of subject area, education policy, and vocational standards.
* Engage in continuous professional development (CPD) as required by the college and awarding bodies.
* Ensure compliance with college policies on safeguarding, equality and diversity, and health and safety.

**Essential Criteria:**

* Proven teaching experience in BTEC and/or T-Level Management and Administration.
* In-depth knowledge of the Pearson BTEC Business specifications and T-Level requirements.
* Strong IT skills with experience using digital platforms for learning and assessment.
* Excellent communication, organisational, and interpersonal skills.

**Desirable Criteria:**

* A recognised teaching qualification (PGCE, CertEd, DTLLS, or equivalent).
* Internal Verifier qualification (e.g., IQA).
* Recent industry experience in business/administration sectors.
* Experience supporting students in work placements or employer engagement.