



Title: Lecturer in Management

Salary: Up to £20,000

Purpose of the Job

To develop and deliver business management courses to Manchester International College students, and in a variety of forms including classroom, workshop and open learning models.

Principal Duties

- To prepare, deliver and assess modules at undergraduate and postgraduate level in business management & travel, tourism and hospitality management.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.
- To teach groups of individuals from a diverse range of cultures
- To review course content and materials on a regular basis, updating when required.
- To ensure that course design and delivery comply with the quality standards and regulations of the college and various awarding bodies.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To monitor, assess and mark students work and oversee examinations.
- To supervise student projects, field trips and, where appropriate, placements.
- To set, mark and assess work and examinations and provide feedback to students.

Student Counselling

- To be responsible for dealing with referred issues for students within own educational programmes.
- To act as personal tutor, giving first line support.

Resource Management

- To be responsible for the delivery of own educational programmes.
- To contribute to the management of quality, audit and other external assessments.

Working Environment

- To balance the competing pressures of teaching, administrative demands and deadlines.
- To engage in continuous professional development.
- To understand and apply the principles of equality of opportunity in an academic context.

Person Specification

Post: Lecturer in Management

Area to be Assessed	Essential	Desirable	Assessment
Qualifications	<p>Bachelor's degree in Business Administration/Management</p> <p>A teaching qualification.</p>	<p>A professional qualification.</p> <p>A Master's degree in a related subject area</p>	Original certificates (candidate to bring to interview).
Knowledge	<p>Wide breadth and depth of specialist knowledge in own specialism to deliver teaching programmes.</p> <p>Familiarity with the use of IT.</p>	Knowledge of the awarding bodies (ABE, NCC, ILM)	<p>Personal statement on application form.</p> <p>Formal face to face interview.</p> <p>Micro teach.</p>
Experience	<p>Relevant experience in a teaching / training position.</p> <p>.</p>	Experience of lecturing ABE courses.	Formal face to face interview.
Skills & Qualities	<p>A creative and imaginative approach to student-centred teaching</p> <p>Good oral and written communication skills – a capacity to deal effectively with staff, students, parents, employers and others</p> <p>Able to prepare effective written and visual teaching materials including the effective use of Information Learning Technology</p> <p>Ability to relate effectively and sensitively to students and staff from a variety of backgrounds and cultures</p> <p>Demonstrate a strong commitment to quality assurance and customer care.</p>	A willingness to take an active role in the promotion and development of the College's programmes and related events.	<p>Personal statement on application Form.</p> <p>Formal face to face interview.</p>