



JOB DESCRIPTION

Job Title	Lecturer (Full Time and Part Time)
Reporting to	Head of Programme
Grade	Academic
Unit	Academic
Location	Park Royal, Slough, Oxford, Nottingham, Brentford

About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles and commitments of non-traditional learners. Across campuses in West London, Oxford, and Nottingham, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, and inclusivity. With over 7500 students and 300 colleagues, join OBC in shaping the future of education and unlocking opportunities for a diverse range of students.

The role

The Lecturer will report to the Head of Programme and will be responsible for the planning, preparation and delivery of modules for Business Management courses which are currently delivered in person although this could change in the future in line with Government guidelines and Partner requirements.

You will manage the provision of learning opportunities to a varied range of adult learners, ensuring appropriate feedback, support and fairness, conforming with assessment and administrative requirements and reporting procedures.

You will be required to teach on one of the Business degree programmes, offered in partnership with one of our UK-based partners. You may from time to time be required to liaise with staff members at our partner institutions and very high professional standards will always be required of you.

The ideal candidate should be available during busy periods and weekends as needed, particularly during intake times. Please note that annual leave is generally not permitted during these periods. Some restrictions on annual leave also exist during other peak times, e.g., January/February, April/May, and September/October.

Role Responsibilities

1. Plan, deliver and report on your module, using methods and materials appropriate to the learner group and module/programme content.
2. Prepare appropriate teaching materials if required.
3. Identify the needs of learners and adapt delivery styles to meet these needs.
4. Comply and promote OBC's policy on Equality and Diversity.
5. Evaluate the effectiveness of learning and assess Learners' work where appropriate.
6. Ensure learners are given feedback on their progress in a timely and constructive manner.
7. Ensure that all required paperwork, including student reports and feedback reports on module assignments are submitted by the deadline.
8. Attend relevant induction and tutor training meetings as required by OBC.
9. Lead on modules and liaise with other Lecturers teaching on the same module ensuring all module materials are up to date.
10. Undertake Personal Tutoring duties and work with other staff members to support students.
11. Provide academic support and academic advice to students where required.
12. Help with academic interviews where required.
13. Undertake teaching and training activities with availability to work in the evenings if required.
14. Help with general course administration and also undertake relevant scholarly activities where required.
15. Ensure learners are given timely and constructive feedback on their work and progress.
16. Reflect upon and implement recommended action from feedback received through module evaluations, staff appraisals and lesson observations.
17. Familiarise yourself with and implement the OBC learning teaching and assessment strategy, and all policies and procedures relating to learning, teaching and assessment.
18. Attend meetings as and when required.
19. Engage with continuous professional development including attendance and participation in workshops as and when required.



PERSON SPECIFICATIONS

TRAINING & EDUCATIONS

Essential

- Master's Degree in relevant subject area and other relevant professional qualifications
- Teaching qualification (PGCE / PGCHE) and membership of Advanced HE (Formerly HEA) or willing to work towards this within 12 months of appointment.
- Experience teaching students at this level in the relevant subject area
- Ability to communicate clearly and effectively.
- Available and willing to work weekends.
- Comprehensive knowledge of Higher Education in the UK

Desirable

- PhD or equivalent level 8 qualification
- Other industry-related professional accreditations/certifications/memberships

SKILLS & KNOWLEDGE

Essential

- Strong leadership skills and experience in motivating, empowering, and inspiring students to achieve common goals.
- Excellent communication and interpersonal skills for effective stakeholder engagement.
- Data literate, analytical and problem-solving skills with an attention to detail.
- Strong problem-solving and analytical skills to identify and resolve complex issues related to academic programs, teaching and learning, and student development.
- Strong verbal and written communication skills, including the ability to present complex information clearly and effectively.
- Comprehensive understanding of external regulatory bodies such as the Office for Students (OfS), OIA, HESA (Jisc), etc.

BEHAVIOURAL SKILLS

Essential

- Commitment to a student-centred approach to education, emphasizing holistic student development and personalized learning support.
- Capacity to adapt to changing circumstances and priorities in a fast-paced academic environment.
- High ethical standards and a commitment to maintaining the integrity of academic records and processes.
- A role model for college's core values, which underpin our vision, mission, and strategy.