

# Job Description and Person Specification

## Job Description:

**Role:** Lecturer in Business

DGHE School of Business and Management (Full Time)

**Reports to:** Head of School of Business and Management

## Summary:

The School of Business and Management is looking to recruit a full-time permanent Lecturer to manage, and deliver modules upon, our BA Business Top-up and BA Business Management (with Foundation) programmes. The duties for the post holder will include ensuring efficient programme delivery, academic administration and student support as well as teaching-related duties, such as preparing course content, including e-learning and blended learning, designing, and assessing exams and assessments and providing quality feedback to students.

## Main Duties:

### Managing, teaching and curriculum development:

- To be responsible for the academic management of lectures, tutorials, workshops, seminars, revision sessions and the reviewing of attendance.
- To be responsible for the academic management of all modules in the aforementioned business programmes.
- To coordinate and assure marking of assessments in accordance with the established procedures and required deadlines.
- To work with the Head of Academic Delivery and Development on annual reports, responses to External Examiners' reports etc.
- To manage academic misconduct panel preparation.
- To undertake teaching, module leadership and other related duties, with due regard to quality assurance and professional conduct, and to provide

high quality learning and teaching.

- To update the VLE with teaching material, scheme of work/syllabus, assessment and reading material.
- To design and develop innovative, inclusive and inspiring learning materials and assessments including blended learning, flip classroom and e-learning.
- To contribute to the formative and summative assessment process for students including the setting, marking and internal verification/moderation of work, individually and collectively as part of a team in accordance with established procedures, and within the required deadlines.
- To engage in personal tutorials and with drop-in sessions to provide further support to students.
- To undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Head of School or relevant Programme Manager.
- To participate in relevant committees and boards, and team meetings.
- To carry out academic administrative work relevant to the department, such as completion of module reports, or contribution to departmental reports, invigilation of exams, completion and submission of attendance registers, in a timely and complete manner.
- To actively engage in research and scholarship that underpins the specialist area, and which contributes to departmental objectives ensuring up to date quality and leading-edge teaching.
- To arrange and supervise field trips, as appropriate.

#### **Scholarship and/or professional development:**

- To develop and maintain a record of research and scholarly achievement.
- To take advantage of opportunities for professional development.

#### **Service duties:**

- Attend and participate in training sessions and inductions.
- Attend and participate in departmental meetings.

- Attend and participate in faculty meetings and, as required, College-wide committees.
- Adhere to and promote the College's Health and Safety policies and procedures.
- To provide advice and help to students according to the academic guidelines.
- Assist the Head of School and Programme Managers in administrative tasks, which may include (among other things) peer observations, at-risk meetings, drop-in sessions, marking of coursework, monitoring of virtual learning environment.
- Take on (as required) the role of module leader for taught modules, including management of the associated teaching team.

*NOTE: The above responsibilities are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may with from time-to-time assign.*

## Person Specification:

Criterion	Essential/Desirable	Identification
Master's degree in relevant business subject	Essential	CV
Doctoral degree in relevant business subject	Desirable	CV
Teaching experience at Higher Education level (L4-6), with evidence of successful student learning outcomes and good pedagogic practice	Essential	Interview
Evidence of contemporary knowledge and skills in a range of business	Essential	Interview

areas, such as: marketing, strategy, human resource management, finance and accounting, sales, organisational behaviour, operations management and entrepreneurship		
Proven ability to provide academic support to students	Essential	Interview
Proven professional experience in industry in one or more business specialisms	Essential	CV
An appropriate teaching qualification, or registered practitioner status with Advance HE (minimum FHEA)	Desirable	CV
Organisational and administrative skills	Essential	Interview
Demonstrable skills in MS Office and VLE environments	Essential	CV and Interview

## Benefits and wellbeing

### *Working at David Game Higher Education*

#### ***Community, Support, Facilities and Resources for staff***

*DGHE is a leading independent higher education institution committed to academic excellence located in the heart of the City of London. We are strongly committed to equality, diversity and inclusion and dedicated to attracting and retaining the best possible staff. Our staff enjoy a range of benefits and facilities, aimed at fostering a sense of community, enjoyment and fulfilment while working with us.*

Core benefits/services/facilities on offer:

- Generous annual leave of 25 days plus college closure days plus public holidays
- Contributory pension scheme
- Salary sacrifice cycle to work scheme

- Interest-free travel season ticket loan
- Free eye tests and contribution to cost of frames
- A range of staff training and development activities
- *Other benefits as listed below.*

These include:

#### **Health and Wellbeing:**

- **Employee Assistance Programme via 'HealthAware' (EAP):** available 24/7, 365 days a year for staff (and their immediate dependents) supporting general wellbeing and mental health. Free Financial, Legal, Medical advice and other family/work matters are available via the Helpline for staff and their dependents - including CBT **counselling**
- **My Healthy Advantage:** wellbeing and wellness App (free via EAP)
- **TogetherAll:** a 24/7, 365, anonymous peer-to-peer site supporting mental health, available to all staff using their DGHE email address
- **Access to Work (AtW):** support if you have a disability or health condition. You can speak with the staff adviser confidentially if you need advice/support in applying for the AtW, or want to know more about it.
- **Learning Differences/SpLD (dyslexia/dyspraxia/ADD/ADHD):** Staff are offered free, confidential screening for learning differences with follow-up advice and guidance on next steps. This includes screening for Visual Stress and guidance about using AtW to obtain support
- **Canteen and staff coffee rooms on-site**
- **Gym on-site**
- **Quiet Room**
- **Regular free staff socials**
- **Fabulous location in the heart of the City** and historical Roman London, Tower of London and The Gherkin just a 5 minute-walk
- **Easy commuting:** Liverpool St, Fenchurch St, Moorgate train stations less than 10 mins walk, Aldgate underground half a minute walk, Aldgate East and Tower Hill underground 10 mins walk, as is Tower Gateway DLR, and the area has many excellent bus services within 2 minute-walk.

#### **Financial Benefits:**

- **Ride2Work Scheme** DGHE works in partnership with <https://www.bike2workscheme.co.uk/> offering the Government approved 'Ride2Work Scheme'. The scheme recognises that commuting to work by bicycle will save you money in addition to helping you become healthier and happier
- **Interest-free travel season ticket loan**
- **TOTUM cards (formerly NUS Extra):** staff are eligible to apply for this using their DGHE email address - access to many discounts, including 10% shopping at Co-op
- **Eligibility for Costco membership**
- **Apples Product Discount:** Anybody who works in the education sector qualifies for a discount on Apple computers. It's not just limited to students, teachers and lecturers, but also covers all other staff members. [Offers](#) appear on a regular basis.

#### **Development and Training:**

- **CPD opportunities (Continuing Professional Development):** support for relevant training and conferences, including financial and mentoring support for Academic staff applying for **Advance HE (Higher Education Academy) Fellowships**
- **DGHE Partner Institutions:** academic staff teaching on courses with our partner institutions (University of Gloucestershire and Buckingham New University) are able to access their own in-house training programmes free
- **E-Learning resources, free on the VLE** (Virtual Learning Environment) around wellbeing and other topics of interest common in higher education environments

## David Game College Higher Education - DGHE

**Location:** London (EC3)

**Salary:** £38,000 - £42,000 per annum

**Hours:** Full-time

**Contract Type:** Permanent

**Start Date:** ASAP but May 2023 latest