

JOB DESCRIPTION

Job Title	Graduate Teacher Trainee / Trainee Lecturer in Business
Contract	Fixed-term (2 years), Full-time
Job location	Elm Park Campus, Stanmore
Department	Business & Accounting
Reports to	Curriculum Manager – Business & Accounting
Salary Scale	£27,980 - £33,543 per annum

Scope

This scheme is open to graduates holding at least a 2:2 degree in a relevant field. We also welcome equivalent qualifications, such as an HND, or substantial vocational experience. Applicants must have at least English and Maths grade 4 or C or the equivalent.

Student Support and Learning

- Working with the associated teaching team to maintain a climate conducive to learning.
- Working with the associated teaching team to create a climate for mutual planning with learners through effective communication, negotiation and advice.
- Works alongside the associated teaching team to support the diagnosis of learners' needs and identify potential barriers to learning.
- With the support of the associated teaching team, contribute to the design of programme content to satisfy identified learning needs.
- Under the supervision of the appropriate teaching team develop appropriate pedagogic techniques and materials to assist with the delivery the programme and meet the learning objectives.
- At the request of the teaching team/relevant curriculum manager accompanies students on trips and visits.
- To help each student to overcome barriers to learning, develop resilience and develop problem solving skills.
- To apply coaching and mentoring techniques to facilitate the completion of assessments and achievement of aspirational outcomes.
- To work alongside vocational teams to support learners in the Assessment Centres; to include developing their independent learning skills to enable them to complete their set coursework.

Curriculum Development

- Contributes to the development of new programmes of study and programme plans alongside the teaching team.
- Writes programme aims and objectives under the supervision of the teaching team.
- Evaluates and reviews the curriculum under the guidance of the teaching team.
- Conducts student follow-up, particularly the evaluation of curriculum aims in relation to student outcomes under the guidance of the teaching team.

Pastoral Care

- Assists in the design of individual action plans and negotiates individual students' performance objectives under the guidance of the teaching team.
- Helps learners identify and resolve matters which impede their progress under the guidance of the teaching team.
- Documents individual student progress as directed by the curriculum manager.

Administration and Training

- Attends and successfully completes the level 5 award in education and training.
- Contributes to the effective and efficient working of the faculty under the supervision of the teaching team.
- Maintains appropriate files and records.
- Implements College policies and rules.

General responsibilities

- Contributes to the attainment of the College's strategic objectives, as appropriate.
- Complies with all College policies, practices and procedures.
- Takes responsibility for personal development, attends staff conferences and other similar activities and updating events as instructed by line manager.
- Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.
- Takes responsibility for safeguarding and promoting the welfare of students.

Employment Status

The Graduate Trainee Scheme lasts for two years. The programme includes in-college, immersive, and supportive experience for individuals who are aspirational, passionate about their subjects and who are eager to explore teaching as a profession and career path. Participants will be subject to college policies and procedures. Upon trainee scheme completion, graduates can apply for relevant positions through our competitive interviews for a permanent role.

Mentoring Scheme

Graduate trainees will be assigned a mentor from the college academic staff and will receive lessons from a dedicated teacher trainer.

Graduate Programme Content

Before teaching begins, graduates will be required to participate in:

- College Induction
- Teaching & Learning induction (including VLE & resources used in teaching and learning)
- CPD training activities
- Mentors shadowing
- Reviewing teaching documents such as scheme of work, lesson plan, tracker, student marking etc.
- Developing lesson plan and resources
- Microteaching exercises, role play, case studies, workshop
- Enrolling in level 6 DIT programme or PGCE with 100% attendance

Terms and Conditions

Graduate teacher/Trainee Lecturer will start at an unqualified lecturer salary, managed by the Curriculum Manager and support by Teaching & Learning specialists from the Teacher Training team. Training sessions are timetabled from Monday to Friday, with additional meetings or administrative tasks on Wednesday. General terms and conditions of employment as per the lecturer contract on fixed term for 2 years.

Teaching Qualification

Participants must enrol on the Level 6 DIT or PGCE. The college will cover the costs, but participants must reimburse the cost on a sliding scale if they leave before completing the qualification. Attendance is mandatory in all related classes, workshops and seminars, along with completion of assignments. Non-compliance may result in termination of the role.

Closing date: Sunday, 22nd March 2026

Interview date: Friday, 27th March 2026

PERSON SPECIFICATION

JOB TITLE: Graduate Teacher Trainee / Trainee Lecturer in Business

Criteria	Essential/ Desirable	Possible source of evidence
QUALIFICATIONS:		
English and maths grade 4 or C or the equivalent	E	Application Form/ Certification
Degree in a relevant subject area	E	Application Form/ Certification
KNOWLEDGE & EXPERIENCE OF:		
Teaching or training experience in curriculum area	D	Supporting Statement/ Interview
Tutoring students	D	Supporting Statement/ Interview
Recent industry experience	D	Application Form/ Supporting Statement /Interview
Sound Equality, Diversity and Inclusion practice and how to apply it in the relevant area of work	D	Supporting Statement/ Interview
A sound understanding of safeguarding and prevent. A commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.	D	Supporting Statement/ Interview
OTHER SKILLS:		
The ability and desire to engage and inspire vocational learners aged 16-19	D	Supporting Statement/ Interview
Excellent Communication skills, both verbal and written.	E	Written Exercise/ Teaching Assessment/ Interview
Good administrative & organisational skills	E	Supporting Statement/ Interview
Good interpersonal Skills	E	Supporting Statement/ Interview
Good classroom practice	D	Supporting Statement/ Interview
Good digital skills and ability to use IT to deliver the curriculum	E	Supporting Statement/ Interview

Commitment to learners and learner achievement	E	Supporting Statement/ Interview
Commitment to implement College compliance procedures and other policies	E	Supporting Statement/ Interview
ABILITY TO:		
Motivate post-16 students to engage in their curriculum area and make the curriculum relevant to industry	D	Supporting Statement/ Interview
Work as an effective team member with a positive and collaborative manner	E	Supporting Statement/ Interview
PERSONAL QUALITIES:		
Ability to manage workload and priorities.	E	Supporting Statement/ Teaching Assessment/ Interview
Flexible approach to work	E	Supporting Statement/ Interview
Commitment to continuous personal development	E	Application Form/ Supporting Statement/ Interview

Note: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for; a sentence or two of explanation will help us to assess your application.