

Loughborough College Group

Job Description

1. Job Details

Job Title:	Sessional Lecturer in Business and Management (Blended Learning) – Higher Education
Department:	Higher Education
Reporting To:	Curriculum Manager
Competency Level:	Teaching 2
Hay Grade:	G3/4
Salary:	£29.30 per hour
Date of Job Evaluation:	July 2025
Date:	December 2025

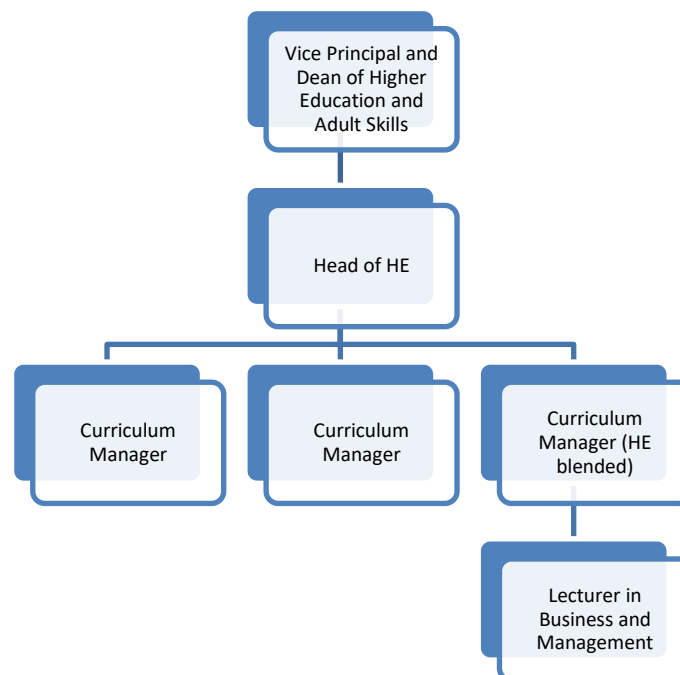
2. Job Purpose

To deliver inspiring teaching and learning where knowledge being transferred is predominantly know-why or conceptual knowledge.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job description Template	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To deliver high quality and challenging learning experiences.
- To lead and devise appropriate assessments and assessment strategies and feedback to students through a variety of formative and summative assessment methods.
- To lead and collaborate with staff in the development of excellent learning materials and programmes of study utilising a range of media.
- To lead on the development and planning of teaching and learning including schemes of work for units, programmes, modules and qualifications as appropriate.
- To undertake curriculum area responsibility duties as designated by the Curriculum Manager.
- To contribute to curriculum planning and development to work with the curriculum areas to develop and coordinate a dynamic and responsive curriculum.
- To play a key role in quality assurance and quality improvement.
- To comply with and develop best practice administrative and quality assurance systems.
- To undertake and deliver appropriate staff development and training, including the maintenance and updating of specialist skills.

- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management.
- To engage in extensive student support which will consist of travelling directly to partners situated throughout the UK to support Loughborough College learners.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Lead on curriculum development.	Resourced programmes of study.
Lead on the planning, preparation, delivery, and assessment of effective learning programmes.	To ensure students achieve.
Create and apply effective differentiation and stretch and challenge techniques.	To ensure all students achieve to the best of their ability.
Monitor progress in lessons and disseminate learner progress with key staff.	Monitor progress in lessons and disseminate learner progress with key staff.
Lead on development of assessments/ assessment strategies and give high quality feedback.	To ensure students can meet their targets and progress.
To participate in moderation and second marking.	To ensure Awarding Organisation criteria are met and academic standards maintained.
Participate in and deliver staff development opportunities.	To ensure teaching and learning is up to date and maintained to the highest standards.
To play a key role in quality assurance and quality improvement.	To ensure Awarding Organisation requirements and College KPIs are met.
Participate in department activities and meetings.	Increased recruitment, broader knowledge of department.

8. Key Working Relationships and Communications

Internal: Head, Deputy Head, Curriculum Manager, Curriculum Area Lead, Programme Area Leader, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding Bodies

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree in a relevant subject area	•		Application/ Certificates
2.	Postgraduate qualification in a Relevant Business Discipline	•		Application/ Certificates
4.	Teaching qualification or be willing to work towards	•		Application/ Certificates
5.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
6.	Significant experience of designing and delivering vocational/ academic programmes to students	•		Application
7.	Experience of teaching within an HE context	•		Application
8.	Experience in a relevant vocational industry setting or academic background	•		Application
9.	Experience of supporting and managing diverse groups of students	•		Interview
10.	Proven experience of motivating students to achieve excellent results	•		Interview
11.	Experience contextualising and embedding learning to meet specific learning needs	•		Interview
12.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
13.	Experience of collaborating with teaching colleagues from other subject areas	•		Interview
SKILLS & KNOWLEDGE				
14.	Excellent teaching and learning skills	•		Interview
15.	Experience of active learning and assessment methods	•		Interview
16.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts	•		Interview
17.	Work flexibly and to deadlines	•		Interview
18.	Excellent planning, administration, and organisational skills	•		Interview
19.	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
20.	Work autonomously and as a part of a cross-curricular team	•		Interview
21.	Provide clear and formative feedback on academic and pastoral issues	•		Interview
22.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
23.	Willingness to travel throughout the UK	•		Interview
24.	Work effectively with colleagues as part of team	•		Interview

25.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
26.	Comply with professional standards at work	•		Interview
27.	Show commitment to the improvement and maintenance of standards	•		Interview
28.	Promote the College's equal opportunities policy and practices	•		Interview
29.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in December 2025 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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