

## Job Description

**Job Title**                      **Part time teacher of Digital Marketing and Social Media**

**Responsible to**              Principal

**Hours**                          **10/12 hrs per week – 2 days a week**  
Term time only – three terms

**Salary**                          Competitive - hourly rate

OMBS is a small independent business college offering a one year intensive Professional Business Diploma to students 18+. The course is job focused, teaching the skills that employers need. Students attend either in their gap year, instead of going to university or as a graduate. Most students go to work in London at the end of their course. OMBS is situated in the centre of Oxford opposite Christ Church College. The majority of students stay in our student houses which are situated within walking distance.

We are seeking a talented and highly motivated teacher who can teach Digital Marketing and Social Media.

### Personal Qualities

- Excellent organisational, communication and planning skills
- Self-motivating
- Flexible
- Possess a naturally, friendly personality and be a team player
- Confident and competent Microsoft Office user including Microsoft Office Teams
- Willingness to embrace change and learning
- Willingness to teach online if necessary
- Applicants that are not qualified teachers may be considered if they have relevant experience, as training will be given.
- Excellent command of the English Language
- Experience of teaching Marketing

### Job Role and Responsibilities

To teach Digital Marketing for three terms (2 hrs per week 12 week term x 3). To understand what Digital Marketing is including Social Media Platforms. To understand Product Design, Marketing campaigns and to help students understand what Marketing is and what it means to work in the world of Marketing.

## **Teaching Responsibilities**

- Be prepared for each lesson including, scheme of work, lesson plan, teaching notes, objectives, resources
- Evaluate each lesson and feedback to the team
- Maintain records about behaviour, attendance, and student achievement
- Bring any anomalies regarding behaviour, attendance, and student achievement to the attention of group tutors
- Marking students work as and when required and entering on the database
- Attend end of term full staff meetings
- Be involved and willing to embrace OMBS – events, speakers, graduation

## **What OMBS will offer you**

- Competitive salary
- Staff social events
- Excellent working conditions and environment
- We really do value our staff and fully support professional development and career progression.

## **How to apply**

Either phone Andrea Freeman (Principal) for an informal chat 01865 240963 and to learn more about the position or send your CV and covering letter to [andrea@oxfordbusiness.co.uk](mailto:andrea@oxfordbusiness.co.uk).

[www.oxfordbusiness.co.uk](http://www.oxfordbusiness.co.uk)