## C:\Users\i_hookway\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\2U5IBP25\NSCG Logo Landscape CMYK.JPGNEWCASTLE AND STAFFORD COLLEGES GROUP

## JOB DESCRIPTION

## HOURLY PAID LECTURER IN ACCOUNTING (AAT)

**Location: Stafford College**

**Salary: £20.46 per hour**

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| **Responsible to:** | Curriculum Manager for Accounting, Computing, Business, Management, Travel & Tourism |
| **Responsible for:** | The delivery of teaching on AAT programmes and the associated administrative and pastoral responsibilities. |

**The specific duties of the post holder are:**

1. to teach Accounting on AAT programmes up to Level 4.
2. to undertake core duties including preparation, marking, monitoring student progress and associated counselling, preparing reports, attending Open Days, setting and marking of examination papers and the preparation of flexible learning materials.
3. to undertake the duties associated with students as required in a pastoral role.
4. to undertake the normal administrative duties required of lecturers including assistance with admissions (including interviews at welcome evenings for prospective students), enrolment, induction and providing management information as required.
5. to play a full part in the organisational and developmental work of the Department and Faculty including assistance with quality assurance systems.
6. to be involved, as necessary, in marketing of the College, Faculty and Department.
7. to be involved, as necessary, in Employer Engagement activities.
8. to participate in the Course and Departmental Self Assessment Reporting process.
9. to observe the requirements of the College's health and safety procedures.
10. to undertake any other reasonable duties which may arise from time to time and which are commensurate with the post.

**Person Specification:**

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| **Person specifications:**  To be a person who: | **Essential / Desirable?** | **Method of Assessment (Application, Interview, Test)** |
| 1. has appropriate Accountancy qualifications to level 7 and relevant industrial experience. | E | A |
| 1. Has a relevant teaching qualification (DTLLS or equivalent) or willingness to train for one | E | A,I |
| 1. ideally has relevant teaching experience within the FE sector. | D | A,I, |
| 1. holds English & Maths GCSE or equivalent | E | A, I, T |
| 1. is competent in the use of a variety of industry standard software packages, e.g. word processing, spreadsheets etc. | E | A, I |
| 1. has the ability to develop competence in other packages, as required. | E | A,I |
| 1. is able to offer competence in delivery of AAT level 4. | E | A, I, T |
| 1. is well organised and able to manage the peaks and troughs of a varied workload. | E | A,I |
| 1. is able to work under pressure at busy times of the year. | E | A,I |
| 1. has an understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults. | E | A,I |
| 1. has an understanding of Equal Opportunities and a positive attitude towards them. | E | A,I |
| 1. has a willingness to undertake and promote continuous professional development. | E | A,I |
| 1. is willing to undertake such other duties that may be required from time to time and which are commensurate with the job title. | E | A,I |