

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Main Grade Lecturer – AAT
Job Ref No:	REQ000092
Contract type:	Permanent
Hours per week:	Full-time – 22 teaching hours per week
T&Cs:	MGL
Scale:	MGL1-8
Salary:	£22,904 to £37,116 per annum (Maximum starting point - Grade 4, £28,353 per annum)
Location:	South & City College Birmingham*
	*Postholders can be required to work at any College Centre
Responsible to:	Head of School

Aims of Job/Job Purpose

The role of a Main Grade Lecturer (MGL) at South & City College Birmingham is to support the College's aims, objectives and mission statement to provide quality education and training in response to local need.

Key Accountabilities and Responsibilities

- Required to teach on a range of courses both theory and practical, mainly on Finance provision, on all levels of AAT, ranging from levels 1, 2, 3 and 4
- Responsible for planning and managing learning programmes (which will include curriculum development and regular review meetings)
- Responsible for the management and tracking of the student learning programme to include administering all paperwork related to tutor courses and groups, tracking documents monitoring targets, achieving and maintaining group size targets and arranging additional support where required.
- Act as a course leader providing learners with academic support, meeting their vocational and educational needs.
- Carry out the required assessment which will include initial advice and guidance, initial assessment, referral for additional support, assign homework and provide timely feedback on the learning experience.
- Ensure timely and accurate completion of student and course registers and ensure poor student attendance is addressed and targets set when required.
- Liaise with parents/guardians, schools and other organisations with regards to attendance and achievements, where applicable.
- Responsible for ensuring student progress records are completed in a timely manner which will include monitoring of targets, Individual Learning Plans and e Tracker to provide course progression, advice and guidance.
- Classroom management including monitoring attendance, punctuality and student behavior.
- Be responsible for completing and maintaining appropriate internal and external quality standards (for example Internal Verification and External Verification).
- Be compliant with equality in teaching and learning.
- Contribute towards enrichment programmes, work placements and educational visits to enhance the learning experience.
- Comply with the Quality Assurance procedures of the College which includes lesson observations.

- Ensure “In Attendance” time is carried out to meet the needs of the students’ and divisional priorities.
- To carry out student assessments using a range of techniques and tools determined by the college.
- Provide pastoral care and student support in conjunction with Student Services.
- Work with the Quality team and curriculum Division to monitor, evaluate and improve the effectiveness of learning, including the use of lesson and peer observations.
- Support students to improve their study skills and exam techniques.
- Be available to cover for colleagues in line with contractual arrangements and, where agreed, provide support and guidance as a mentor to new staff.
- Staff are personal tutors to groups and are responsible for completing ILPs, monitoring student progress, delivering tutorial programmes, liaising with parents, carers and employers (where applicable), monitoring attendance and punctuality, providing pastoral care , assisting in UCAS application and references and support the election of course student reps.
- Undertake any other duties and responsibilities as directed and required, that is commensurate with the grade of the post and prescribed in the MGL contract of employment.

It is the responsibility of all MGL’s;

- a) to contribute to the college achieving its strategic aims.
- b) to carry out duties regarding the writing and submitting of sub-divisional SAR’s.
- c) to understand and apply the college’s relevant policies, procedures and practices.
- d) Carry out duties regarding recruitment, enrolment, admissions, open days and any other promotional/marketing events in line with the contract and guidelines.
- e) to meet the professional requirements by working within a professional value base and conforming to agreed codes of professional practice and conduct.

Other Duties and Responsibilities

- a) Comply with college policies and procedures and health and safety regulations.
- b) Support the safeguarding and promotion of students’ welfare.
- c) Maintain confidentiality in relation to all college information and to comply with Data Protection Legislation.
- d) Participate in the college’s Appraisal Scheme and undertake any Continuous Professional Development training, self directed/directed, to develop innovative teaching and learning techniques and strategies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Certificate in Education, PGCE, DTLLS, PTLLS or equivalent (or working towards qualification)	✓		Application Form/Qualification Certificates
Have Level 5 or above or equivalent qualifications in Finance Accountancy	✓		Application Form/Qualification Certificates
Have experience of teaching up to and including Level 4	✓		Application Form
Have TAQA Assessor & Verifiers Qualification (or willing to work towards qualifications)	✓		Application Form/Qualification Certificates
Excellent communication skills (oral and written) and demonstrable presentation skills	✓		Application Form/Interview
Demonstrable teaching skills and experience	✓		Application/Interview/Assessment
Experience of working successfully as part of a team	✓		Application Form/Interview
Be registered with the relevant professional body applicable to the role	✓		Application Form/Interview
Demonstrable numeracy and literacy skills (to level 2 or equivalent)	✓		Application Form/Interview
Demonstrable experience of using ILT in teaching	✓		Application Form/Interview
Demonstrable understanding of learning theory and differentiation		✓	Application Form/Interview
Demonstrable record of achievement against aims, objectives and targets	✓		Application Form/Interview
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview
Demonstrable administrative and organisational skills	✓		Application Form/Interview
Good IT skills to include Microsoft Office packages	✓		Application Form/Interview