

**JOB DESCRIPTION**

**POST : Lecturer in AAT**

**DEPARTMENT/FACULTY : Business, Professional & Logistics**

**RESPONSIBLE TO : Head of Faculty (HOF)**

**POST OBJECTIVE:**

To provide high quality education, training and skills to college students and clients in order to meet the Colleges mission, aims and objectives. As a Lecturer you will be responsible for the co-ordination and delivery of teaching / training / assessment on the courses that you teach and accountable to the HOF the academic and professional standards, performance and outcomes of the HE/FE/ Work-based courses on which you teach.

**MAIN DUTIES AND RESPONIBILITIES:**

1. To teach an appropriate timetable as directed by College policy
2. To provide good or better teaching, learning and assessment for students and clients as directed by the timetable
3. To be accountable to the Head of Department for academic and professional standards, success rates, value added, higher grade profile, teaching observation grades, student / client satisfaction, inspection and self-assessment grades on the courses on which you teach
4. To contribute to the students personal development enforcing the Learning Standards at all times, acting as a role model and developing students’ employability skills
5. To listen and act on the Student Voice
6. To be a Programme Manager as appropriate and ensure all aspects of programme management are undertaken, including admissions support, interviewing, enrolment, registers, monitoring student progress, assessment and post programme destination
7. To complete programme documentation in accordance with College policy, including electronic registers
8. To ensure that all students are enrolled and that all student records are accurate and up to date
9. To be a Personal Tutor for groups of students working closely with other Personal Tutors and Pastoral Care Leaders in respect of pastoral care policies
10. To have a disciplinary role in respect of students which will include attendance at disciplinary meetings if required
11. To assist the Curriculum Leader and HOF in being ready for a successful short-notice OFSTED inspection at all times
12. To support the HOF, the Team and cross-college staff in terms of Quality Improvement, including self- assessment
13. To ensure information and data is accurate and fit for purpose
14. To contribute to planning processes
15. To be an effective member of the team
16. To participate in Departmental and College marketing and promotional activity

**ADDITIONAL TASKS:**

1. To comply with the College’s Professional and Academic Standards at all times
2. To prepare lesson plans and schemes of work in line with good practice
3. To provide education and training in a learning environment approved by the institution.
4. To prepare, set and mark assignments as directed by the curriculum.
5. To develop and update learning materials as and when required.
6. To contribute to the writing of submission documents as appropriate.
7. To be an internal verifier as appropriate.
8. To undertake essential and role-related activities/CPD
9. To ensure full compliance with all related College policies and procedures.
10. To work within College policies on Health & Safety and Equal Opportunities.
11. To comply with the College’s Safeguarding and whistleblowing policies and procedures.
12. To undertake any other duties required by the line manager.
13. To comply with the College’s Performance Management Framework, ensuring that all direct reports have agreed targets and objectives in place which are regularly monitored, enabling direct report to meet ambitious College targets.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974**



**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Physical** | * Smart appearance * Personable manner |  | Job and Medical History from application form and references. Performance in interview process. |
| **Qualifications** | * Professional accounting qualification at least AAT Level 4 * CIMA Qualified * Relevant teaching qualification or willingness to achieve within a set time period from appointment * GCSE English & Maths (A\*-C) | * Chartered accountant (CCAB) * A1 and V1 Assessor awards | Formal possession of an appropriate qualification to be verified at interview or from records.  Original certificates shown to HR and copies taken.  Interview. |
| **Experience** | * Teaching AAT up to level 4 * Experience in teaching management accounting across Levels 2, 3 and 4. * Occupational experience in an accounting environment | * Ability to teach at HE level * Ability to teach tax at Levels 3 and 4 | Past employment activity record and application form.  Performance on related selection methods, e.g. presentation, group discussion. Interview. |
| **Training** | * Evidence of Continuous Professional Development |  | Past training history from application form and records.  Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates. |
| **Special Knowledge** | * Current accounting standards * Excellent knowledge of current developments within the relevant sector/industry | * Knowledge of taxation regulations | Qualification held and original certificate shown to HR.  Demonstration of ability to display knowledge and skills at the interview. |
| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Circumstances** | * Flexible approach to working hours including evening and weekend work as required * Willing to undertake offsite visits as required * To work within the College’s safeguarding and whistleblowing policies & procedures to promote the welfare and protection of children, young people & vulnerable adults |  | Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks.  References. |
| **Disposition** | * Ability to lead programmes * Ability to engage and motivate learners * Enthusiasm for subject & teaching * Ability to work diligently in all aspects of role * Organisational skills * Proactive team member * Highly self motivated * Ability to work under pressure and meet tight deadlines/targets * Ability to work to quality standards * Ability to work on own initiative * Ability to liaise effectively with people of all ages | * Ability to interact with and engage employers and to take part in curriculum development | Interview, recruitment checks and references including current employer and relevant to post. |
| **Practical and Intellectual skills** | * Excellent communication & presentation skills * Good interpersonal skills * Confident speaker to groups * Approachable * Diplomacy, honesty and reliability * Excellent organisational skills * Excellent customer service skills * Good administration skills * Good IT skills |  | Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc. |
| **Legal Requirements** | * DBS Clearance on appointment |  | Application form and interview questioning and references. |