**JOB DESCRIPTION**

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| **JOB TITLE:** | Sessional Lecturer in Accounting and Business |
| **GRADE:** | £25.76 per hour |
| **STATUS:** | Sessional |
| **HOURS:** | Fixed term/term time – to be discussed at interview |
| **REPORTING TO:** | Director of Adult, Languages and Community |
| **CAMPUS:** | Strode's |
| **DEPARTMENT:** | Adult Education |
| **JOB PURPOSE:** | To deliver high quality teaching and academic support that enables learners to reach their potential. |

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

**The main duties and responsibilities of the post include the following:-**

1. Effective delivery of a teaching programme within the areas of competence of the postholder, paying due regard to developing independent learners, and enabling student progression towards successful completion

2. Develop ways of working that are responsive to learners' needs, monitor and evaluate progress and practice and prepare learners for examinations.

3. To promote and facilitate high levels of student attendance, retention and achievement

4. Provide accurate and timely data and information, including registers, withdrawals and transfers, assessments, examination details and progress reports.

5. Attend and contribute to curriculum team meetings and student success meetings etc. as required.

6. To contribute to the assessment of learners, from application through to progression and to inform appropriate placing on course including the setting of targets, milestones and provision of support

7. Draw up confidential ILPs and learner profiles, outlining individual strengths and areas for development, agreeing targets and milestones with learners and subject teachers, contribute to their review and updating throughout the year.

8. Keep up to date in relevant areas of professional expertise through research; attendance at meetings and relevant training; membership of networks as appropriate.

9. Maintain student morale and discipline inside and outside "the classroom" within the College sites and in conjunction with College management.

***NOTE***

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy

July 2018

**PERSON SPECIFICATION**

Sessional Lecturer in Accounting and Business

| | | ESSENTIAL | DESIRABLE | SOURCE OF EVIDENCE |
|---|---|---|---|---|
| | **Qualifications** | | | |
| 1 | Educated to Degree level or equivalent | | ✓ | AF |
| 2 | Professional qualification in Accounting and Business | ✓ | | AF |
| 3 | Teaching qualification. | ✓ | | AF |
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| | **Skills and Abilities** | | | |
| 4. | Ability to deliver high quality teaching, learning and assessment to adults | ✓ | | AF & IV |
| 5. | Ability to support students' individual needs, enabling them to make progress | ✓ | | AF & IV |
| 6. | Able to communicate effectively to a broad range and diverse group of people | ✓ | | IV |
| 7. | Good time management and organisational skills | ✓ | | IV |
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| | **Knowledge and Experience** | | | |
| 8. | Broad knowledge of subject area | ✓ | | AF & IV |
| 9. | Experience of teaching groups of adult learners in a relevant subject | ✓ | | AF & IV |
| 10. | Experience in delivering accredited courses | ✓ | | AF & IV |
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| | **Attitudes and Values** | | | |
| 11. | Commitment to promoting equality and diversity | ✓ | | IV |
| 12. | Passionate about teaching adults | ✓ | | IV |
| 13. | Commitment to continuous personal and institutional improvement | ✓ | | AF & IV |
| 14. | Awareness of organisational procedures and policies such as safeguarding and health and safety | ✓ | | IV |

KEY:
Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview
All of the elements marked IV will be assessed at interview.
All of the elements marked AF/IV will also be assessed at interview.
All or some of the elements may be assessed by the Test/Presentation