



Role Description

Business Area: Business, Travel and Accounts

Job Title: Accounts Lecturer

Salary Scale: £31,202 per annum

Recruitment Bonus: £3,500 one off payment after 8 months service (dependent upon the successful completion of probation period)

Location: Hopwood Hall College

Accountable to: Programme Manager

Hours of Duty: 35 hours per week

Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

Purpose

To take an active role in the delivery of quality programmes within the Curriculum area.

Duties

1. To teach on a wide range of full and part-time courses, in line with the college and curriculum area specifications.
2. To contribute to the planning, monitoring and evaluation of the curriculum in the school
3. To prepare and mark assessments as required within the range of programmes timetabled
4. To promote and participate in the delivery of Basic / Key Skills
5. To be responsible for the continuous improvement in attendance, punctuality, retention and achievement of students in designated teaching groups.
6. To produce full, considered and timely reports and references on students
7. To participate in student interviews, enrolment and induction, open days and other liaison activities.
8. To work co-operatively within a team and attend all team meetings
9. To fully participate in the college's ILT strategy including contributing to the upkeep of the section's intranet site
10. To adopt fully all curriculum initiatives adopted by the curriculum area
11. To maintain comprehensive and up-to-date knowledge of specialist areas
12. To maintain current and appropriate resources for all course units taught including Schemes of Work, Lesson Plans, Exam schedules and suitable teaching materials ensuring differentiated learning opportunities are in place.
13. To contribute fully to the planning of the AAT course

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14. To contribute to the total learning experience of students within the curriculum area
15. To ensure the application of Inclusive Learning in all areas of activity
16. Ensure continuous development and improvement of professional knowledge.
17. Any other duties of a similar level of responsibility as may be required.

All staff are responsible for:

Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults

Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work

Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College's safety policy statements

Equal Opportunities: performing their duties in accordance with Hopwood Hall College's Single Equality Scheme

Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

Person Profile

"The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects."

Qualifications

Essential Criteria

Degree in Accounts or related Discipline

Teaching Qualification or willingness to work towards

Desirable Criteria

Higher Degree in Accounting or relevant professional qualification

Assessor/ Verifier qualification

How Identified: Application

Experience

Essential Criteria

Experience of teaching within the subject area.

Experience of teaching AAT L2, L3 and L4.

If a vocational area practical/industrial experience within that field.

Desirable Criteria

FE teaching experience

Course Leader experience

How Identified: Application/Interview

Specialist Knowledge

Essential Criteria

Comprehensive knowledge of the subject area

Understanding of current educational initiatives

Creative and innovative approach to the development of teaching materials

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How Identified: Application/Interview

IT Skills

Essential Criteria

Intermediate level of Microsoft applications particularly Excel.

Willing to undertake IT training relevant to their role.

Desirable Criteria

Familiar with Sage Accounting software

Knowledge of software packages such as Pro-Monitor, Pro Achieve and student record systems.

Familiar with using VLE's and E Learning packages

How Identified: Application/Interview

Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

1. Leading and Deciding	
1.1 Deciding and initiating action	Essential
1.2 Leading and supervising	Desirable

2. Supporting and Co-operating	
2.1 Working with people	Essential
2.2 Adhering to principles and values	Essential

3. Interacting and Presenting	
3.1 Relating and networking	Essential
3.2 Persuading and influencing	Essential
3.3 Presenting and communicating	Essential

4. Analysing and Interpreting	
4.1 Writing and reporting	Essential
4.2 Applying expertise and technology	Essential
4.3 Analysing	Essential

5. Creating and Conceptualising	
5.1 Learning and researching	Essential
5.2 Creating and innovating	Essential
5.3 Formulating strategies and concepts	Less Relevant

6. Organising and Executing	
6.1 Planning and organising	Essential
6.2 Developing results and meeting customer	Essential

expectations	
6.3 Following instructions and procedures	Essential

7. Adapting and Coping	
7.1 Adapting and responding to change	Essential
7.2 Coping with pressures and setbacks	Essential

8. Enterprising and Performing	
8.1 Achieving personal work goals and objectives	Essential
8.2 Entrepreneurial and commercial thinking	Desirable

Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.