

ROLE PROFILE

General Details	
Job Title	AAT Level 4 Assessor/Tutor
Vacancy Number	VN331
Department	Employer Engagement
Reporting to	Interim Director for Employer Engagement
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	37 hours per week
Salary	£28,135 per annum
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Monday 30th September 2019 at 9am
Interview Date	Monday 7th October 2019

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

The purpose of this role is to:

- Deliver outstanding Accounting provision to a cohort of accountancy apprentices, through an exceptional student experience leading to positive achievement outcomes.
- Undertake a range of administrative and development duties that contributes to improving standards and achievements and the learner experience.

Main duties and responsibilities

The successful applicant will be expected to:

- Deliver and teach on all AAT qualifications up to Level 4 to agreed success targets.
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- Carry out, collate and feedback initial and/or diagnostic assessments to identify students' ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
- Provide assignment and assessment material appropriate to each specific programme.
- Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.
- Maintain quality systems related to the teaching of Finance and Accounts including designing work schemes, lesson plans, assessment plans and assessment activities.
- Update and maintain electronic documentation to support teaching and learning, assessment and tracking of learner progress.

- Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
- Develop quality resources (including e-resources) which support the development of Accounting.
- Actively develop and use new technology in teaching, learning and assessment.
- Prepare and enter learners for exams in a timely basis.
- Liaise with the Learner Manager and curriculum area including attending IV and standardisation meetings.
- Actively support the embedding of English and Maths into vocational area and participate in curriculum development regarding the teaching and learning of Accounting.
- Keep up to date with current developments and adapt to changes in Accounting.
- Share in responsibility for ensuring good standards of student's behaviour and take appropriate disciplinary action when liaising with course tutors.
- Take an active part in the recruitment of learners providing appropriate advice and guidance.
- Liaise whenever appropriate with feeder schools and support agencies.
- Contribute to the advice and guidance and assessment of prospective learners, e.g. student interviews and open days.
- Contribute to course marketing activities.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Teaching qualification, e.g. Cert Ed, PGCE or DTLLs, or a firm commitment to achieve a Diploma in Education and Training (DET).	✓		A/C
2. Minimum Level 4 qualification or equivalent qualification in AAT and part qualified in ACCA/CIMA.	✓		A/C
3. Possess an appropriate degree in a relevant subject.		✓	A/C
4. Good level of IT Skills	✓		A/I
5. Experience of working in a teaching or training environment	✓		A/I
6. Knowledge and experience of working with computerised accounting packages such as SAGE		✓	A/I
7. Good interpersonal skills at an individual or group level	✓		A/I
8. Strong commitment to participate in staff development programme	✓		A/I
9. An understanding of and commitment to diversity and equality of opportunity	✓		I
10. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

