

Job Description

Post title:	Business and Accounting tutor - Salaried Tutor post 0.6
Responsible to:	Curriculum Manager – Vocational area
Salary:	Point A1 – A10 College's Teaching Scale £25,854-£32,317 per annum

Main Purpose of Job:

To deliver an outstanding Business and Accounting provision at the College and ensure that achievement and the learner experience are exceptional.

Summary of Responsibilities and Personal Duties:

Teaching & Learning

- To deliver engaging, effective and innovative schemes of work and lessons to learners, ensuring they are successful on a range of Business and Accounting courses
- To work with the Curriculum Manager to ensure resources on site are of high quality, develop a relevant curriculum and design and prepare high quality learning materials
- To ensure learner work and outcomes meet the criteria and standards for AAT and other awarding body qualifications
- To monitor attendance, punctuality and retention in all classes with absences robustly followed up, seeking to ensure it is above national benchmark and meets college targets
- To ensure that learner's work-skills are developed and that they are ready for employment
- To conduct and use initial assessment effectively, carry out robust inductions and set learners appropriate, but challenging, targets and goals
- To assess learner's work regularly, including formative and summative assessments and provide supportive, developmental feedback in the classroom and through the VLE
- To internally verify assessments across similar courses in the curriculum area
- To complete all required documentation and systems activity in accordance with WMC and awarding body requirements
- Provide advice and guidance to students on their progression routes
- To maintain and provide records and statistical checks in relation to own teaching, including enrolment checks, induction, completion of registers, withdrawals, attendance records and progressions.

- To undertake staff development, appraisals and attend staff meetings as required and requested
- To support the college at Enrolment and on Open Days to promote Accounting and Business courses and ensure that potential students receive accurate information and guidance

Meeting learner needs

1. Ensure differentiated learning with planning to meet individual needs
2. Ensure that additional learning support is provided where necessary
3. Ensure that literacy, language and numeracy needs are met
4. Ensure that e-learning and ICT are used effectively to facilitate learning
5. To ensure that initial assessments and diagnostic assessments are undertaken and that learners receive effective learning support
6. Ensure that learners are encouraged to be involved in college curriculum and planning and giving feedback through a range of opportunities in the college
7. Ensure that learners are informed of progression opportunities
8. Ensure that learner achievements are maximised, recognised and celebrated

Quality improvement

1. Ensure that schemes of work, lesson plans and individual learning plans are completed to a high standard
2. Attend team meetings and College CDP as directed by managers
3. Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans

Skills/Attributes

1. Good inter-personal skills
2. Ability to manage and resolve a range of situations in the best interests of the learners
3. Ability to contribute to the whole college experience
4. Effective communicator
5. Flexible approach
6. Logical approach to problem solving
7. Excellent IT, information management and reporting skills

Health & Safety

1. To ensure all activities within area of responsibility comply with health and safety regulations and that all staff follow WMC's safeguarding policy.

General

1. The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and College procedural requirements
2. Contribute enthusiastically to the work of the College, supporting and conforming to all College policies and corporate decisions
3. Adhere to all College policies including those on Health & Safety, Safeguarding, Equal Opportunities and Quality
4. Undertake such other duties relating to the efficient and effective management of the curriculum area consistent with the responsibilities of the post, or as may reasonably be required from time to time by the Line Manager or the Principal
5. To undertake appropriate, continuing professional development. To attend relevant or internal meetings as required. To work to ensure that all activities undertaken are in line with WMC's commitment to safeguard and promote the welfare of the organisation's learners and vulnerable adults.
6. To promote by consistent example, both internally and externally, the philosophy, values and behaviors outlined in WMC's vision, mission and values statement. To carry out the duties of the post with due regard to the WMC's Equal Opportunities policies and core values.
7. To assist in carrying out WMC's environmental policy with the day to day activities of the post. To ensure Health and Safety policies, practices and legislation are complied with and that safe working practices are adopted at all times. Other duties commensurate with the post.

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at May 2019 but is subject to change and development in line with the needs of the College

PERSON SPECIFICATION – Business and Accounting Tutor

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable
	Qualifications		
1	Recognised Accountancy qualification and/or a degree in Accountancy	✓	
2	Maths and English GCSE/Level 2	✓	
3	Teaching qualification	✓	
	Experience		
4	Substantial experience of delivering a range of accredited accounting and business courses (AAT preferably), up to and including Level 2	✓	
5	Experience of working in the profession	✓	
6	Experience of internal moderation of coursework and exams		✓
7	Promoting equality, diversity and inclusion	✓	
	Knowledge, Skills and Abilities		
8	Broad knowledge of subject area	✓	
9	Excellent written and verbal communication skills	✓	
10	To build rapport with the target group, understand their needs and interests, and maintain high levels of motivation	✓	
11	A range of teaching, learning and assessment strategies	✓	
12	Supporting learners individual needs, enabling them to make progress	✓	
13	Experience of preparing learners effectively for examinations	✓	
14	Ability to use ICT skills within the curriculum and sufficient to support organisational work	✓	
15	Excellent organisational ability and time management	✓	
16	Ability to meet targets and provide a quality service to all stakeholders	✓	
17	Ability to understand data, maintain accurate records	✓	
18	Ability to work with teams of staff	✓	
19	Proactive, self-motivated and ability to manage change	✓	

APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please complete the attached application form. Once you have completed the form you can either email it back to recruitment@wmcollege.ac.uk or send it by post to:

HR Department
WMC – The Camden College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date: 24 June 9:00 am

Interviews

The interview and assessments for this post will be held on **Monday 01 July 2019**. Candidates who are shortlisted for interview will be asked to perform some tests prior to the interviews.

Further information

To find out more about this role, please contact
HR Department on: 020 7255 4728
or by email: recruitment@wmcollege.ac.uk



The Camden College

EMPLOYEE BENEFITS PACKAGE

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Childcare voucher scheme
- Cycle to work scheme
- Free access to College classes (terms and conditions apply)
- Employee Assistance Programme
- Death in service benefit insurance (providing 2 x salary cover)
- On-site café
- Family friendly HR policies