



## City and Islington College Job Description and Person Specification

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<b>Post:</b>	HPL in Accounting and Finance
<b>Contract:</b>	Temporary
<b>Hours:</b>	Up to 12 hours or more
<b>Reporting to:</b>	Daryl Adams
<b>Responsible for:</b>	Head of Access & Professional Services
<b>Salary:</b>	£26.83 - £28.47 per hour

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### Key Purpose

To facilitate the delivery of AAT Accountancy, IAB Payroll and LIBF Finance accredited courses at the Centre for Lifelong Learning.

### Main Duties and Responsibilities

In addition to the duties laid down by City and Islington College conditions of service, the post holder will:

1. Coordinate, teach and assess a range of AAT qualifications (Accounting, Computerised Accounts, Payroll and Bookkeeping) and LIBF qualifications (Lessons in Financial Education) & (Certificate/Diploma in Financial Studies)
2. Support students effectively in all aspects of their learning as a subject teacher and course tutor
3. Produce activities and mark quality assessments of student's work
4. Produce high quality course documentation and maintain student records, including individual assessment records
5. React positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses
6. Complete all administration work relevant to teaching on College course

## **Expectations of the Post Holder**

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Medical Safety policies and procedures and to undertake recommended Health & Medical Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- All lecturers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (For all teaching and lecturing posts).

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

***N.B.*** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



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## Person Specification

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Professional Development</b>	Experience of teaching accounting and financial qualifications to 16-18 and 19+ year old learners	X	
	Desirable - experience of teaching LIBF & IAB accredited qualifications	X	
	Experience of the AAT framework of delivery	X	
	Hold a teaching qualification or a willingness to work towards one	X	
	Hold an assessor qualification	X	
	Desirable - demonstrable experience of working in a financial/bookkeeping/accountancy environment	X	
	Track record of achieving strong student achievement rates	X	
<b>Knowledge / Experience</b>	Understand how to support students effectively in all aspects of their learning as a subject teacher	X	
	Understanding of current developments within the Accountancy and Financial sectors	X	
	Understanding of the structure and relationships of financial and accounting qualifications accredited by various awarding bodies (e.g. LIBF, AAT, ACCA, ACA, CIMA)	X	
	Understand the requirements of course syllabus / course specifications and quality assurance processes	X	
	An understanding of and commitment to the College's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work	X	
<b>Skills / Abilities</b>	Knowledge of current finance, accountancy and bookkeeping methodology	X	
	Be able to liaise effectively with Employers, Universities, Awarding bodies and their representatives	X	
	Ability to produce high quality course documentation and maintain student records, including individual assessment records	X	
	IT literate, including the ability to use virtual learning environments such as Moodle, and spreadsheets such as Excel	X	

	Ability to react positively to the changing curriculum and help to manage, develop and co-ordinate new and existing courses	X	
	Be able to support students in all aspects of their learning as a course tutor and subject teacher	X	

*Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.*

**When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.**