

**Job Description**

L2 AAT Lecturer

**Reporting to:** Adult & Community Learning Project Co-ordinator**The key purposes of this role are to:**

- Plan and deliver high quality teaching, learning and assessment on all the courses you teach.
- Ensure a high level of positive student outcomes on your courses
- Enhance the overall experience of students through your involvement in wider College life
- Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard

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|                                                                        | <b>This post is accountable for:</b>                                                                                                                                                                                                              |
| Planning and delivering high quality teaching, learning and assessment | Ensuring learning outcomes for lessons are planned with reference what we know about student needs and abilities in order to provide stretch and challenge for all                                                                                |
|                                                                        | Planning, delivering and managing lessons to ensure that students are clear about expectations and make good progress                                                                                                                             |
|                                                                        | The regular use of formative assessment to check learning                                                                                                                                                                                         |
|                                                                        | Meeting College and team assessment/marking/internal moderation standards                                                                                                                                                                         |
|                                                                        | Providing clear guidance for LSWs supporting learning in your classes                                                                                                                                                                             |
|                                                                        | Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups and courses including 2 weeks annual self-directed PD (pro rata). |
|                                                                        | Taking opportunities to develop literacy or numeracy and develop 'wider world' understanding across each course including embedding learning from the tutorial programme where relevant                                                           |
|                                                                        | Ensuring high quality resources and (where relevant) vocational experiences or work placements are available to students.                                                                                                                         |
| Ensure a high level of positive student outcomes                       | Insisting on high ambitions for all students.                                                                                                                                                                                                     |
|                                                                        | Ensuring academic performance targets are met for your classes.                                                                                                                                                                                   |
|                                                                        | Ensuring new students settle quickly into our class, understand what you expect of them and what they can expect from you and support them to stay on track and in College.                                                                       |
|                                                                        | Completing registers, tracking documentation, reviews and references to deadline                                                                                                                                                                  |

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|                                                                                                                       | Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.                                                                                                                                                                                            |
|                                                                                                                       | Ensuring that your student understand the impact of absence on outcomes and liaising effectively and proactively with Parents, Pastoral Staff and the Student Journey team to address attendance and performance concerns                                                                                        |
| Enhance the overall experience of students                                                                            | Actively contributing to developing the curriculum based on national best practice in order to establish and maintain a reputation for excellence.                                                                                                                                                               |
|                                                                                                                       | Actively supporting students to engage with and contribute to the life of the College & beyond                                                                                                                                                                                                                   |
|                                                                                                                       | Actively contributing to the wider life of the College, including offering enrichment activities.                                                                                                                                                                                                                |
|                                                                                                                       | Working collectively with other staff to ensure student safety and good student behaviour around College                                                                                                                                                                                                         |
|                                                                                                                       | Ensuring compliance within your area to College policies and procedures. Particularly Health and Safety, GDPR, Safeguarding, Trips and Equalities policies.                                                                                                                                                      |
| Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard | Taking responsibility for elements of provision, activities and care of particular rooms and resources where required. This includes taking responsibility for coordination of courses (including course documentation and meetings) within your teaching teams on an equitable and/or rotation basis.           |
|                                                                                                                       | Administering courses or delegated projects in accordance with College, Awarding Body and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard. Taking an equitable share of IV or moderation responsibilities within your subject teams including lead role on rotation. |
|                                                                                                                       | Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies or employer groups where appropriate and providing copy and photo opportunities for the marketing Team.                                                                    |
|                                                                                                                       | Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.                                                                                                                                               |
|                                                                                                                       | Playing an active and positive role in the development of the Faculty and its courses                                                                                                                                                                                                                            |
|                                                                                                                       | Analysing available data in order to inform line managers, action planning and decision making with a view to continuous improvement.                                                                                                                                                                            |
|                                                                                                                       | Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.                                                                                                                                                                                         |
|                                                                                                                       | Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent, covering lessons where required.                                                                                                                                                                  |
|                                                                                                                       | Taking an equitable share of mentoring new staff in the Faculty                                                                                                                                                                                                                                                  |

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|  | Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility. |
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## PERSONAL SPECIFICATION

|                                   | ESSENTIAL                                                                                                          | DESIRABLE                                                                                       |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b>             | Full teacher training qualification OR be willing to work towards one within two years                             | Documented evidence of continuing personal development                                          |
|                                   | A degree or equivalent in Accounting, AAT standard qualifications                                                  | AAT, Accounting or Finance experience                                                           |
|                                   |                                                                                                                    |                                                                                                 |
| <b>SKILLS/ PERSONAL QUALITIES</b> | Good organisational and interpersonal/team skills                                                                  | Skills or experience in time management, prioritising                                           |
|                                   | The ability to relate to our students quickly and effectively                                                      | Understanding of how to raise performance                                                       |
|                                   | A focus on maximising student success                                                                              |                                                                                                 |
|                                   | Ability to liaise with employers & assist with co-ordination of student work placements and employer masterclasses |                                                                                                 |
|                                   | Ability and/or willingness to design and lead on new units and qualifications                                      | Evidence of innovation in designing or delivering courses                                       |
|                                   | IT skilled                                                                                                         | Adaptable and flexible to changing nature of business need                                      |
|                                   | Punctual and reliable                                                                                              |                                                                                                 |
|                                   | Enthusiasm, drive and the ability to work with limited direction                                                   | Evidence of success in previous/current teaching roles                                          |
|                                   | Familiarity with Accounting or Finance qualifications                                                              | Understanding of teaching and learning practices that can support learners in further education |
|                                   | Ability and/or willingness to design and lead on new units and qualifications                                      |                                                                                                 |

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|                   | Able to cope effectively when things go wrong or practical difficulties emerge      |                                                                    |
|                   | The imagination and ability to organise enrichment activities within the curriculum | Interest in, enthusiasm for, and willingness to teach other levels |
| <b>EXPERIENCE</b> |                                                                                     | Evidence of success in previous/current teaching roles             |
|                   |                                                                                     | Experience teaching in Accounting, Finance or Business             |

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post. Annual targets for each element in this job description may be agreed annually with your Line Manager.

**Indicators/ sources for reaching performance judgements (not exhaustive):**

Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy

- Student Feedback (inc student survey)
- Parent feedback
- SOW
- ALPs and 6 Dimensions and other performance data
- Observation
- Student Journal
- Inspection reports
- Student retention and attendance data
- Recruitment and retention
- MIS
- Team (inc assessment) records
- Marked work and other formative and summative feedback
- UCAS and reference quality
- Line manager, peer and cross-college feedback
- External Quality Reports