

Loughborough College Job Description

1. Job Details

Job Title: **A Level Lecturer in Accounting (with also Computer Science fixed term for 12 months)**

Competency Level: **Teaching 2**

Reporting To: Lead **Curriculum Area Lead**

Department: **Sixth Form**

Annual Salary (FTE): **£25,404 – £30,329 per annum**

Date: **June 2017**

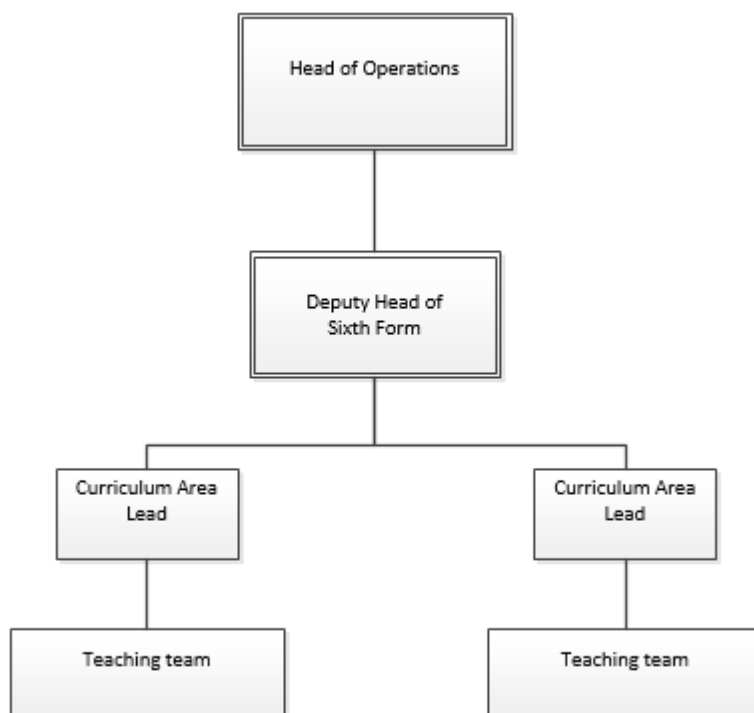
2. Job Purpose

To deliver inspiring teaching and learning. To support students to succeed.

3. Dimensions

Not applicable.

4. Organisation chart



5. Key Responsibilities

- To teach relevant subject to AS and A2 level
- To act as a personal mentor to a tutorial group
- To prepare and plan innovative and effective lessons
- To assess learners progress and report on when required
- To provide effective intervention strategies to ensure the success of all students
- To support and coach students
- To contribute to the development of the curriculum
- To operate and comply with the College's administrative systems and quality assurance systems / standards
- To continuously develop and update own personal, professional, teaching and specialist skills and competences
- To attend and actively participate in team meetings and in planning, recruitment and consultation events.
- To actively support and promote the College's commitment to equality of opportunity and diversity
- To promote and safeguard the welfare of children, young people and vulnerable adults
- To promote British Values and adhere to the PREVENT strategy as necessary
- To modify duties and responsibilities as required by Curriculum Area Lead and other members of the sixth form management team.

6. Key Result Areas

Action

Deliver inspiring teaching and learning.

Monitor the performance of students against target grades and implement intervention strategies as appropriate.

Fully engage with the personal tutorial programme, providing excellent support and guidance.

Result

Ensure the success of all students

Ensure the success of all students

All students supported to achieve.

7. Key Working Relationships and Communications

Internal: Students, teaching and support team, Curriculum Area Leads, Deputy Head of Sixth Form, Head of Operations

External: Parents and other stakeholders

8. Scope for Impact

Not applicable

9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge Understand the teaching and professional role and your responsibilities Maintain and update your knowledge of educational research to develop evidence-based practice Maintain and update knowledge of your subject and/or vocational area Evaluate and challenge your practice, values and beliefs	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning Be creative and innovative in selecting and adapting strategies to help learners to learn
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way. 0 Maintain and update your teaching and training expertise and vocational skills through collaboration with employers Evaluate your practice with others and assess its impact on learning Reflect on what works best in your teaching and learning to meet the diverse needs of learners	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Inspires people to reach great heights of performance and success through leadership. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Promote the benefits of technology and support learners in its use Motivate and inspire learners to promote achievement and develop their skills to enable progression Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Contribute to organisational development and quality improvement through collaboration Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment Manage and promote positive learner behaviour Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence Build positive and collaborative relationships with colleagues and learners Value and promote social and cultural diversity, equality of opportunity and inclusion	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively. Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTLS or willingness to complete this	•		Application form
2.	Possess a degree in a relevant subject area (or equivalent qualification)	•		
3.	Possess excellent numeracy, literacy and IT skills (level 3 or above)	•		Application form
EXPERIENCE				
4.	Significant relevant teaching experience in AS/A2 Accounting and Computer Science	•		Application form
5.	Experience of teaching other AS / A2 subjects		•	Application form
6.	Experience of having been a personal tutor or mentor		•	Application form
SKILLS & KNOWLEDGE				
7.	Understanding of the AS/A2 Accounting and Computer Science specifications and assessment methods	•		Interview
8.	Be able to work effectively as a team leader/member	•		Interview
9.	Ability and interest to keep up to date with developments in subject areas and teaching pedagogy	•		Interview
10.	Solid experience of having delivered success for students at Level 5	•		Application form, interview
11.	Be able to work flexibly and under pressure, and to deadlines	•		Interview
BEHAVIOURS				
12.	Demonstrate a commitment to self-development		•	Interview
13.	Demonstrate a commitment to equal opportunities, diversity and inclusion; The promotion of British values and an awareness of the requirements of the PREVENT strategy.	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared **June 2017** and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	