

COURSE LEADER - ACCOUNTING

- A. St Francis Xavier College is a Roman Catholic Foundation. All teachers should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal. St Francis Xavier staff and students collectively agreed the values to which we should all contribute through consultation. These values are:
- Kindness
 - Service
 - Faith
 - Inclusion
 - Courage
 - Honesty
 - Respect
 - Forgiveness.
- B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- C. This post is offered subject to the conditions of service as set out in the agreed contract.
- D. The College Staff Handbook contains general information about the duties of all members of staff and the policy frameworks of the college.
- E. This job description is non-contractual. This means that should the needs of the College change in the future, the Principal may require reasonable variations consistent with the job title. Such changes will only be made after consultation with you.

Reporting to: Head of Department

Key Tasks and Responsibilities:

The role of the course leader must be a creative and inspirational one: building on teaching strengths, meeting new challenges positively and bearing responsibility for the educational well-being and progress of all students on the course.

The course leader must also be prepared to document the strategies, structures and monitoring procedures employed to assure the efficient and effective delivery of the courses to students.

Specific Duties as Course Leader for Accounting:

Leadership & Planning

- To oversee the planning, organisation and delivery of T Level in Accounting.
- To keep up to date with the latest course specification & requirements.

- To attend examiners' meetings and disseminate changes and developments on the courses to staff.
- To lead the teaching teams on the course and find imaginative ways of deploying talents/expertise.
- To evolve and develop course structure.
- To work with the T Level Industrial Placement Coordinator to source suitable T Levels Accounting placements.
- To conduct placement visits alongside your team.
- To regularly liaise with the designated point of contact at industrial placements.
- To assist in the planning of the departmental timetable.
- To advise your Line Manager on appropriate entrance requirements for the courses.

Teaching & Learning

- To lead the teaching team in the development of learning materials and resources, including schemes of learning.
- To inform members of the teaching team about the use of learning materials.
- To ensure the timely progress of the teaching team delivering the specification across the year.
- To identify and organise relevant learning opportunities and excursions outside of the college.

Examinations

- To prepare and organise all internal examinations in respect of the designated courses.
- To monitor attendance at internal examinations and ensure that all students on the designated courses sit the required internal examinations.
- To check and modify public examination documentation for your Line Manager.
- To complete the examination board's documentation in respect of the specification.
- To report to your Line Manager on examination performance and to comment on external reports.

Quality Assurance

- To contribute to the Department development plan/SAR/QUIP.
- To monitor the delivery of the courses by members of the teaching team.

Student Support

- To make recommendations to your Line Manager on the level of appropriate strategies or sanctions.
- To communicate to students causing concern appropriate action plans and targets.
- To keep records of student support negotiations, targets and outcomes.
- To liaise with Student Support Services in respect of identified students.
- To liaise with Pastoral Support staff in respect of students with specific pastoral difficulties.

PERSON SPECIFICATION

Essential criteria

1. A graduate, well-qualified in Accounting, Business or Economics.
2. PGCE, PCET or other teaching qualification as outlined in the Further Education Teachers' Qualifications Regulations 2001.

Essential skills

1. Excellent written and communication skills with a good standard of IT skills.
2. Experience of successfully teaching Key Stage 4 and/ or Key Stage 5 pupils.
3. Demonstrable evidence of successful classroom practice which motivates students to high standards of achievement.
4. Ability to plan, organise and deliver coherent and appropriate programmes of study in relevant subject area.

The ability to:

5. Manage and motivate students.
6. Be self-directed.
7. Participate as an effective team player.
8. Work under pressure.
9. Meet conflicting deadlines.
10. Work in a collegiate manner with the department and across the College.

Other qualities

1. Flexibility and willingness to adapt to the needs of students from a wide range of abilities and cultures.
2. Commitment to the educational potential and pastoral care of young men and women aged 16-19.
3. Commitment to the safeguarding and welfare of students.
4. Proactive approach in commitment to the College's equal opportunities policy.
5. Proactive approach in commitment to the mission and aims of a Catholic College.
6. Ability to deal with pressure calmly and to draw on humour

Other

7. Commitment to the welfare and safety of students. Safeguarding training will be provided. Successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check