

**JOB DESCRIPTION**

**Job Title:** Accounting Lecturer

**Reports to:** Head of Department

**Direct Reports:** None

**Overall Responsibilities:**

* To prepare, deliver, assess and verify subject specialisms within AAT (Level 1 – Level 4).
* To support and guide students to achieve success and realise their potential.
* To manage students’ learning and provide a high quality learning experience.
* To contribute pro-actively to developments in the Centre in curriculum development and innovative teaching.
* To participate in marketing and promotion activities to support a range of programmes and learning opportunities.
* To keep CPD in industry knowledge up to date.

**Main Duties:**

1. To teach effectively on a range of AAT programmes, levels and qualification types recognising and meeting students’ individual needs.
2. To prepare schemes of work which are up to date and fully meet the requirements of awarding bodies.
3. To research, develop and effectively implement new learning materials in a variety of media to engage students in learning.
4. To assess students’ work effectively to meet awarding body standards and carry out verification and moderation.
5. To meet assessment deadlines as set by the awarding body and the college.
6. To monitor and record students’ progress and take action to ensure students meet required standards and deadlines.
7. To participate in effective internal verification and other quality procedures.
8. To carry out reviews (both individual and group where required) to support individual students to realise their potential.
9. To maintain records on students’ progress and performance, communicating in a timely manner to the Course Manager where there are issues / concerns.
10. To extend the students’ learning experience through developing and implementing appropriate vocational opportunities e.g. links with employers, work experience.
11. To keep up to date with developments in subject specialism and share expertise and resources with colleagues.
12. To ensure that learning environments are interesting and that learning experiences include diversity awareness and meet health and safety requirements.
13. To ensure that the behaviour of all students within and outside teaching areas meets the Student Code of Conduct.
14. To plan for, oversee and effectively incorporate into the learning experiences of students the work of tutors, teaching assistants and support assistants allocated to the session / class.
15. To plan and participate for the trips and visits programmes of the Department.
16. To complete accurately and to required deadlines a range of administrative tasks relating to students and courses, including registers, enrolments, withdrawals and transfers to meet funding requirements.
17. To participate in and contribute effectively to course team meetings.
18. To implement quality processes effectively and to deadlines for all teaching programmes including organising student focus groups, student’s participation in surveys and contributing effectively to course reviews.
19. To take part in marketing and promotion activities including Open Days, parents’ evenings, taster days, rewards evenings and careers conventions amongst others.
20. To interview potential students to ensure entry requirements are met and carry out assessments.
21. To contribute effectively to curriculum development and to the development of new courses and programmes to meet funding priorities.
22. To be aware of and implement the statutory requirements for promoting and safeguarding the welfare of children and young people in the area and in College.
23. To carry out effectively any other associated duties as requested by the Assistant Director, Executive Director, Vice Principals or Principal.

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

**Date prepared: 6th May 2022**



# PERSON SPECIFICATION

**Job Title: Accounting Lecturer**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Degree or equivalent in Finance/AAT. * PGCE / Cert Ed qualification. * English and mathematics at GCSE grade A-C or equivalent. * Recent professional updating in AAT and teaching and learning. | * Masters in Finance or another relevant subject. * AAT Qualified up to Level 4. * Assessor/Verifiers qualification or willingness to work towards. * Safeguarding training. * Equality and diversity training. * ECDL or ITQ Level 2 or equivalent. * Business industry relevant qualifications. |
| **Knowledge/ Experience** | * Recent experience teaching and assessing a range of AAT programmes in an FE or Training Provider environment. * Knowledge of Accounting awarding body requirements. * Evidence of high performance in previous roles/jobs. * Knowledge of the current developments in own specialist area. * Experience of working effectively with people from diverse backgrounds. * Evidence of understanding how to promote equality and diversity within the job role. * Experience of working effectively in a customer focussed environment * Experience of successfully teaching or training a diverse range of students and adapting approaches accordingly to create a welcoming and supportive environment for students / trainees. * Experience of working constructively to achieve team objectives and deadlines. * Understand implication of success and achievement for the course and the department. | * Working or have worked within a Finance environment or in industry. * Recent experience teaching blended/distance learning courses. * Planning for and taking part in trips. |
| **Skills/Abilities** | * Ability to work in line with our Values of; Student Focus, High Performance, Respect, Openness, Honesty and explain how this relates to the job role. * Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution. * Ability to demonstrate excellent organisational skills and work effectively to deadlines. * Ability to monitor and track students’ progress. * Ability to prepare schemes of work and lesson plans. * Ability to demonstrate strong interpersonal and influencing skills at all levels. * Ability to demonstrate evidence of strong teaching skills. * Ability to teach students of all ages at various levels of achievement and manage behaviour. * Ability to promote our excellent reputation and carry out our business appropriately and professionally at all times. * Ability to communicate effectively and confidently face to face, on the telephone and in writing. | * Evidence of working with / communication with employers to enhance programme of study. * Evidence of effective planning for teaching and learning. |

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| **Special Requirements** | * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns. * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults. * Willingness continuously to update skills and knowledge. * Flexible approach to work and working times. * Ability to travel to and work at all locations where we provide a service. * Awareness of health and safety requirements relevant to the job. |  |

**Date prepared: 06th May 2022**