

STANMORE COLLEGE

VARIABLE HOURS LECTURER – ACCOUNTING (Tuesday & Wednesday Evenings 6-9pm)

We are looking for a Variable Hours Lecturer to teach across a range of Accountancy courses to both 16 – 19 year old students and adults, ranging from Level 1 – Level 4.

A relevant degree or professional qualification is required. Applicants without any qualifications but with substantial experience teaching their subject area may be considered. An appropriate teaching qualification or commitment to obtaining the qualification within the specified time period.

Salary: £21.25 - £33.11 per hour

Application form and further details of the post available from the Stanmore College website following the link: <https://stanmore.ac.uk/Vacancies>

Closing date for applications is Wednesday 24th August 2022
Interviews will be held on TBC

STANMORE COLLEGE

Post: Variable Hours Lecturer – Accounting
(Tuesday & Wednesday Evenings 6-9pm)

Job Summary: To teach across a range of Accountancy courses to both 16 – 19 year old students and adults, ranging from Level 1 – Level 4.

Main Duties

1. To teach scheduled classes as requested.
2. To prepare schemes of work and maintain such records as appropriate and directed.
3. To contribute learning materials and assignments to the collective learning resources of the Corporation.
4. To undertake detailed assessment and maintain other records as required.
5. To mark registers, monitor student attendance and complete registration requirements.
6. To participate in the Corporation's quality assurance procedures as directed.
7. To contribute to the action planning of students and provide interim and end of year reports as requested.
8. To undertake course and curriculum development essential for own teaching.
9. To participate in subject, course team and curriculum meetings and reviews, for which additional payment will be made.
10. To take responsibility for health and safety, equal opportunities and data protection within the scope of the post.

The postholder can be required to work at any site on which the College may operate and to carry out any other duties consistent with the grade of the post.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Footnote

Variable Hours Lecturers will not normally be required to carry out the following duties:

- Market research
- Promotional activity
- Interviewing prospective students
- Course Managership (s)
- Curriculum development beyond the confines of the immediate subject taught
- Liaison with external agencies
- Organise student work experience

If any of these duties are required of particular lecturers additional payment will be agreed at the time.

The person specification for the Variable Hours Lecturer job reflects the relatively narrow range of duties required of a Variable Hours Lecturer. Accordingly the range of criteria is different from those applicable to a Lecturer employed on a full-time or fractional basis.

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JOB TITLE: VARIABLE HOURS LECTURER - ACCOUNTING

| Criteria | Possible source of evidence |
|--|---|
| EQUAL OPPORTUNITY: | |
| An understanding of sound equal opportunities practice and a commitment to its implementation | Application form |
| | |
| JOB RELATED KNOWLEDGE/APTITUDE/SKILLS: | |
| Knowledge of recent developments in post-16 education | Application form/ supporting statement |
| Knowledge of the requirements of relevant subject area | Application form/ supporting statement |
| Administrative and organisational skills | Application form/ supporting statement |
| Ability to communicate clearly and accurately, verbally and in writing | Application form/ supporting statement |
| EXPERIENCE: | |
| Relevant vocational/occupational experience | Supporting statement/ interview |
| EDUCATIONAL: | |
| A relevant degree or professional qualification. Applicants without any qualifications but with substantial experience teaching their subject area may be considered | Application form/ supporting statement |
| An appropriate teaching qualification or commitment to obtaining the qualification within the specified time period | Application form/ supporting statement |
| PERSONAL SKILLS: | |
| Ability to motivate post-16 students | supporting statement/ interview |
| Ability to work as a member of a team | Supporting statement |
| Ability to work on own initiative | Supporting statement/ interview |
| OTHER QUALITIES: | |
| Commitment to continuing professional development | Application form/ supporting statement/ interview |
| A flexible approach to work | Interview |
| Willingness to work evenings and weekends as required | Interview |
| DESIRABLE CRITERIA: | |
| Experience of teaching on a range of courses | Application form/ supporting statement |
| Assessor Awards | Application form/ Certificates |