

Job Description

Job Title:	Lecturer in Accounting
Responsible To:	Head of Business, Accounting & Computing
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620 per annum
Date of last review:	June 2024

Purpose Statement:

To provide inspirational teaching on a range of Accounting and Finance subjects on Level 2-4 FE courses. To undertake other duties associated with the role of a Band 2 Lecturer.

Main Duties & Responsibilities:

1	Teach effectively across a range of Accounting courses at FE level across the Area to full-time and part-time learners. This includes designing schemes of work/learning plans, session plans, assessment material, preparation of resources, delivery, marking and student interviewing/guidance.
2	Carry out appropriate assessment activities including marking students' work, feedback and designing and setting assessed/exam work.
3	Monitor standards of students' work against awarding body requirements and working closely with the Accounting co-ordinator within the team. Clear expectations are given to students.
4	Aspirational targets are set, promoted, and monitored for all learners.
5	Provide effective personal and academic tutorial support for learner groups through Individual Learning Plans as well as providing support and guidance to learners during teaching, delivering and assessment activities.
6	Ensure the effective and efficient management and administration of the units taught and programme of study requirements are met for a range of groups.
7	Assist the Area Head in leading the programme management of Accounting programmes.
8	Lead on curriculum development in Accounting through innovative approaches to the existing curriculum and the development of new areas of study.
9	Promote Accounting courses at the College through school's liaison, open events and any other marketing and publicity activities as required.

10	Liaise and organise with industry stakeholders/employer's quality work experience/placements and work-related activity opportunities e.g., live projects to reflect co-design, and co-development of the curriculum for learners as part of the programme of study.
11	Lead team meetings as appropriate.
12	Be responsible for undertaking quality monitoring and action planning on all aspects of the programme and supporting and mentoring team members.
13	Participate in periodic evaluation procedures and processes and communicating outcomes to senior colleagues as required.
14	To develop and update personal professional expertise in the relevant areas.
15	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
16	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title:

Lecturer in Accounting

Qualifications	Essential	Desirable	How is this assessed?
An Accounting or related degree (or equivalent) and / or professional qualification at least to Level 4.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A
Professional Accounting qualification higher than Level 4.		✓	A
Member of the AAT or another professional accounting body.		✓	A
Experience	Essential	Desirable	How is this assessed?
Experience of delivering and managing student groups and programmes.	✓		A
Experience of undertaking a pastoral role and effectively using individual learning planning to raise achievement.	✓		A
Experience of managing and motivating young learners 16-19yr olds.	✓		A
Ability to teach at least a good range of the following: Computerised Accounting SAGE Payroll Bookkeeping Finance Costings Final Accounts Preparation Spreadsheets Ethics Indirect Tax Management Accounting Cash & Treasury Accounting Financial Statements	✓		A

Personal tax			
Evidence of relevant Continual Professional Development (CPD) and use of technology to enhance learning.	✓		A
Experience of teaching AAT courses especially at Level 2-4.		✓	A
Experience of teaching full-time 16-19yr students.		✓	A
Knowledge and Skills	Essential	Desirable	How is this assessed?
Good communication skills including written, oral and presentation skills.	✓		A / I
Good IT skills.	✓		A / I
Proven ability to enthuse and inspire FE learners using a range of innovative teaching and learning techniques.	✓		A / I
Proven ability to effectively manage the key quality aspects of a programme and to put in place actions to aid improvement.	✓		A / I
Evidence of a strong commitment to assessment for learning through effective monitoring and feedback to student on their progress.	✓		A / I
Proven ability to make strong industrial links to support curriculum design and vocational relevance.	✓		A / I
Usage of a teaching platform for teaching delivery.		✓	A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Special Requirements	Essential	Desirable	How is this assessed?
A willingness to undertake flexible hours as required including evenings.	✓		A / I
A willingness to travel to other sites if required.	✓		A / I
Plan, organise and supervise students on trips including overseas.	✓		A / I

Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test