

**SCHOOL OF BUSINESS, HEALTH AND UNIFORMED SERVICES**

**JOB DESCRIPTION**

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| **Post Title:** | Lecturer: Accounting |
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| **Salary:** | From SCP 24 (£26,200) to SCP 34, (£35,215) per annum pro rata, depending on qualifications and experience. |
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| **Status:** | Academic |
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| **Full time/Part time:** | 37 Hours per week, 1.0 FTE  Monday – Friday, includes some evening delivery |
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| **Closing Date:** | Friday 7th October 2022, 12 noon |
| **Interview Date:** | Wednesday 19th October 2022 |

(The College is undertaking a Job Evaluation exercise and as a consequence it reserves the right to change this salary accordingly. Any such change may be to a higher or lower amount.)

**If you have not been contacted within 14 days of the closing date of the position, you should assume that, unfortunately, on this occasion your application has been unsuccessful.**

The information given below is intended to provide an outline of the workload of the job and its role within Preston College.

The job description outlines the main duties in general terms only and it not intended to be prescriptive.

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

* To teach within the Business, Computing and Management School on Accounting programmes from Level 1 to Level 4 and potentially at Chartered accountancy level (ACCA F papers currently).
* To manage the student learning experience including the design and delivery of high quality teaching and learning to ensure students achieve their maximum potential together with learning outcomes.
* A high priority is given to the creation of effective working relationships within the College. Staff will be expected to work with others in a supportive and co-operative manner and to work flexibly and with a high degree of professionalism and technical competence in discharging their duties and responsibilities.
* Support and promote the college’s commitment to safeguarding and promoting the welfare of students and encourage your team to do likewise
* To promote and develop effective partnership working which supports the College Enterprise Strategy.

The principal duties and responsibilities of the post provide a guide to the major areas of responsibility and include:

**Plan and Design Learning Programmes and Sessions**

Adopt good planning and preparation practices which lead to high quality learning programmes and sessions. The successful candidate will:-

* Keep abreast of practical and theoretical developments and update material and lesson plans accordingly.
* Identify appropriate outcomes of learning programmes, ensuring effective content coverage and integration.
* Establish realistic learning objectives which meet individuals and group needs.
* Prepare session/lesson plans utilising a variety of teaching/training methods, incorporating the use of ILT, accommodating different learning styles.
* Promote new ways of teaching and learning; stimulate innovation and co-ordinate the input of others.
* Select and develop appropriate learning materials.
* Incorporate integration of on- and off-college learning activities into programme and session planning.
* Agree learning plans and contracts with individual learners.
* Advise others of practical and theoretical developments.
* Demonstrate a thorough understanding of learning theory and share with colleagues.
* Liaise with employers and other external bodies to promote Preston College courses and activities.

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**Deliver Teaching and Learning**

Create a stimulating and energising learning environment.

* Establish an open, trusting and professional relationship with learners.
* Integrate functional skills throughout the curriculum.
* Teach on programmes, managing the learning process effectively and guiding and supporting learners.
* Conduct tutorial activities, both pastoral and academic, where required.
* Recognise individual learning styles and adjust teaching/training accordingly.
* Use a variety of teaching/training methods to engage learners, to convey information, and to encourage creativity and motivation.
* Use effective materials and appropriate resources, at a pace and level which meet learners’ needs.
* Use learning materials which are free from stereotyping and present positive images in relation to race, gender and disability etc.
* Provide effective learning support, giving learners opportunities to develop and practice their skills.
* Work with others to support students with learning difficulties and facilitate integration within the teaching and learning environment.
* Encourage learners to take responsibility for their own learning and develop s students’ learning skills encouraging independent learning.
* Work with colleagues and with outside contacts to deliver learning programmes.
* Deal promptly and effectively with inappropriate behaviour/use a variety of classroom management techniques.
* Incorporate health & safety of learners within the teaching and learning environment.
* Deliver enrichment & enhancement activities including accompanying learners on external visits.
* Manage off-site and residential activities, including the effective liaison with external agencies.

**Assess the Outcome of Learning and Learners’ Achievements**

Adopt appropriate strategies to assess learning and achievements – e.g.

* Give feedback to learners to support and inform the learning process.
* Use a variety of methods to assess formatively and summatively, ensuring that learners understand the purpose of assessments, and that methods are appropriate.
* Encourage learners to reflect on their own learning experiences and to monitor their own progress.
* Use assessments to identify additional support requirements.
* Check regularly that teaching/training is meeting learners’ needs and that effective learning is taking place; modify session/lesson plans and teaching/training delivery accordingly.
* Record, store and process assessments results to meet external standards.
* Ensure that learners have access to impartial, comprehensive and current advice which meets learners’ personal development as well as educational and vocational needs.
* Attract and retain learners, and help them achieve learner competence, test and examination results.

**Monitor, Evaluate and Improve the Quality and Effectiveness of Own Practice, and Help to Raise the Standards of Teaching and Learning in the College**

Continually engage in self reflection and review and identify own development needs – e.g.

* Work with others to monitor, evaluate and improve the effectiveness of learning sessions, including the use of lesson observations.
* Review and monitor own performance, using a variety of means and indicators; e.g. feedback from students, mentor, line manager/observer identify own professional development needs and agree how these should be met.
* Engage in continuous professional development; take actions to improve; monitor and evaluate the effectiveness of these actions.*.*
* Participate in the organisation’s self-assessment procedures; external inspection and audit requirements; external and internal verification activities.
* Meet professional requirements by working within a professional value base and conforming to agreed codes of professional practice.
* Ensure inclusion of prior learning in baseline assessment of learners.

**Working as a Team**

Build strong team relationships through collaboration and consultation – e.g.

* Contribute to the creation of a supportive climate of co-operation
* Value team member’s contributions and share own knowledge and information to help others work more effectively
* Understand team goals and understand and acknowledge role as part of the team
* Willingly offer help and support to colleagues
* Actively seek the views of others, drawing on their knowledge and experience
* Demonstrate honesty, openness and fairness in dealings with others
* Regularly check the needs and concerns of other team members
* Encourage input and involvement from others and recognise their contribution and achievements
* Recognise own strengths and limitations
* Build effective formal and informal relationships within the team
* Help to identify, manage and resolve conflict within the team
* Effective liaison with external organisations.
* Accountability for the successful achievement of targeted positive learner outcomes

**Other**

* Understand the place of FE within the wider learning and skills context,
* Support and promote the College’s aims, and objectives
* Understand and apply the College’s relevant policies, procedures and working practices
* Carry out administrative duties associated with the role
* Maintain comprehensive and up-to-date course and learner records.
* Take part in college enrolment, induction, marketing, meetings, activities, as required
* Act as course and/or personal tutor where required, providing learners with pastoral and academic support
* Other duties as appropriate to the grade of the post as determined by the Line Manager

**EQUALITY AND DIVERSITY STATEMENT**

Preston College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the personnel specification and applicants should bear this in mind when preparing their applications and completing the application form.

#### The postholder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston College staff and volunteers are required to undertake mandatory Safeguarding training.

The successful candidate for this appointment will be required to apply for Enhanced Disclosure for Regulated Activity through the Disclosure and Barring Service.  Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).”

**Corporate Behaviours**

* To promote and deliver the College vision, values and corporate behaviours that are characterised by:
  + Putting the learner first;
  + Empowering and having respect for others, the College and stakeholders;
  + Being enterprising, innovative and ambitious;
  + Taking personal responsibility and accountability; and a
  + Commitment to reflection, continuous improvement and self assessment.
* To be proud of Preston College and play an active role in a “One College” culture focussed on enterprise, outstanding delivery and growth.
* To be proactive in the development of a culture within Preston College which welcomes diversity and promotes equality, removes barriers to learning and promotes and celebrates excellence.
* To be proactive, adaptable and flexible in responding to what our learners and the markets require to be successful, contributing to the pursuit of excellence and achieving agreed results and outcomes.
* Support the College’s further development and respond to the needs of a diverse range of learners.
* Contribute to and participate in College committees, working groups and projects as may be required.
* Support and actively promote a commitment to the College’s Policies and Procedures including:
* Equal & Diversity Policy
* Financial Policies, Regulations & Procedures
* Health & Safety Policies & Procedures

**PERSON SPECIFICATION**

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| **Criteria** | **Essential/**  **Desirable** | **Method of Assessment** |
| **Experience** |  |  |
| Previous experience of teaching on Accounting programmes up to Level 4 | E | A and I |
| Previous experience of teaching Chartered Accountancy | D | A and I |
| Evidence of the application of e-learning | D | A |
| Experience of working in the Accounting Sector or a related industry | E | A and I |
| **Qualifications** |  |  |
| A minimum of a GCSE or Level 2 Functional skills qualification in both English and Mathematics | E | A |
| Minimum Level 4 qualification in relevant subject area or higher | E | A |
| Certificate of Education (equivalent to PCET, PGCE or Cert Ed), CTLLS and DTLLS or willingness to work towards | E | A |
| A1/V1/TDLB 32, 33, 34 or the willingness to work towards within an agreed timescale | D | A |
| CCAB qualified with Accounting Professional Membership | D | A |
| Evidence of relevant continuing professional development | E | A |
| **Knowledge, Skills and Abilities** |  |  |
| Up-to-date knowledge of current initiatives relating to this subject area | E | A and I |
| Ability to effectively use software to track and monitor learners progress and produce relevant reports | D | A |
| Ability to effectively liaise with internal and external agencies/clients | E | I |
| Strong and effective oral and written communication skills | E | A and I |
| Strong organisational and planning skills | E | I |
| Ability to establish good working relations with colleagues and learners | E | I |
| Ability to motivate and inspire to achieve results | E | A, T (via mini-teach) and I |
| Commitment to providing a quality service and to continuous quality improvement | E | A and I |
| Committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults. | E | I |
| Commitment to promoting equality of opportunity and to combating discrimination | E | I |
| **cORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected corporate behaviours associated with working at Preston College | E | I |
| A Commitment to safeguarding, equality and diversity and health and safety at Preston College | E | I |
| **OTHER REQUIREMENTS** |  |  |
| Willingness and ability to work at any site or location given reasonable notice | E | A and I |
| Willingness and ability to work flexibly throughout the week, this includes evenings | E | A and I |

Key: A Application Form

I     Interview

T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the Colleges Recruitment Procedures for Employees and Casual Workers.