

## **ROLE PROFILE**

<b>General Details</b>	
<b>Job Title</b>	<b>Lecturer in Accounting</b>
<b>Vacancy Number</b>	
<b>Department</b>	<b>Business</b>
<b>Reporting to</b>	<b>Learner Manager - Business</b>
<b>Responsible for</b>	<b>No direct reports</b>
<b>Place of work</b>	<b>Telford College (Haybridge Road and King Street Campuses)</b>
<b>Tenure</b>	<b>Permanent</b>
<b>Hours/FTE</b>	<b>37 hours</b>
<b>Salary</b>	<b>£26,820 – £40,240 (Depending on Experience)</b>
<b>Terms &amp; Conditions</b>	<b>Lecturer</b>
<b>DBS</b>	<b>Enhanced</b>
<b>Closing Date</b>	<b>TBC</b>
<b>Interview Date</b>	<b>TBC</b>

***Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.***

### **The Role**

The purpose of this post is to undertake teaching duties within established Course Teams and be able to teach Finance and Accounts related subjects including AAT Foundation, Advanced and Professional levels, predominantly Professional level.

### **Main Duties and Responsibilities**

The successful applicant will be expected to:

- Deliver and teach AAT qualifications on a range of full and part time courses to agreed success targets.
- Regularly review and monitor the attendance and progress of learners and follow up as required to ensure learners achieve their targets.
- Carry out, collate and feedback initial and/or diagnostic assessments to identify students' ILP and support as required, providing differentiated learning strategies to enable students to achieve their primary learning goal.
- Provide assignment and assessment material appropriate to each specific programme.
- Evaluate and assess (formative and summative) the work of learners in relation to the curriculum criteria and provide timely constructive and helpful learner feedback.
- Maintain quality systems related to the teaching of Finance and Accounts related subjects, including designing work schemes, lesson plans, assessment plans and assessment activities.
- Update and maintain electronic documentation to support teaching and learning, assessment and tracking of learner progress.

- Attend curriculum meetings and contribute to the continual quality improvement mechanisms (e.g. maintenance of course files, timely updating of ILPs on ProMonitor).
- Develop quality resources (including e-resources) which support the development of **Accounting**
- Actively develop and use new technology in teaching, learning and assessment.
- Prepare and enter learners for exams in a timely basis.
- Liaise with the Curriculum area and Learner Manager including attending IV and standardisation meetings.
- Actively support the embedding of **Maths and English** into vocational area and participate in curriculum development regarding the teaching and learning of **Accounting**
- Keep up to date with current developments and adapt to changes in **Accounting**
- Share in responsibility for ensuring good standards of student behaviour and take appropriate disciplinary action when liaising with course tutors.
- Act as a Personal Tutor for a group of full-time or part-time students. This will include the completion of student progress files.
- Take an active part in the recruitment of learners providing appropriate advice and guidance.
- Liaise whenever appropriate with feeder schools and support agencies.
- Contribute to the advice and guidance and assessment of prospective learners, e.g. student interviews and open days.
- Contribute to course marketing activities.
- Participate in the enrolment, information and parent evenings.
- Contribute to the development and implementation of flexible learning materials across the curriculum area.
- Be able or willing to deliver either Functional Skills English and/or Maths.

### **Other Corporate Responsibilities**

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.

- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.*

## **PERSON SPECIFICATION**

### **EVIDENCE KEY**

<b>A</b> =	Application
<b>I</b> =	Interview
<b>R</b> =	References
<b>T</b> =	Test
<b>P</b> =	Presentation
<b>C</b> =	Certificate
Or a combination	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>1.</b> Teaching qualification, e.g. Cert Ed, PGCE or DTLLs, or a firm commitment to achieve a Diploma in Education and Training (DET)	✓		A/C
<b>2.</b> Minimum Level 4 qualification or equivalent qualification in AAT and part qualified in ACCA	✓		A/C
<b>3.</b> Possess an appropriate degree in a relevant subject		✓	A/C
<b>4.</b> Good IT Skills	✓		A/I
<b>5.</b> Experience of working in a teaching or training environment	✓		A/I
<b>6.</b> Knowledge and experience of working with computerised accounting packages such as SAGE		✓	A/I
<b>7.</b> Good interpersonal skills at an individual or group level	✓		A/I
<b>8.</b> Strong commitment to participate in staff development programme	✓		A/I
<b>9.</b> An understanding of and commitment to diversity and equality of opportunity	✓		I
<b>10.</b> Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

<b>11.</b> Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C
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## **ADDITIONAL INFORMATION**

### **Conditions of Appointment**

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

### **Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

### **Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

### **Location**

The postholder will be required to carry out their duties on the College premises.

