**SELBY COLLEGE**

**JOB DESCRIPTION**

**POST OF AAT/ACCOUNTING LECTURER**

To deliver and develop AAT up to Level 3 within the Business Area.

As the Accounting Lecturer you will be responsible for assessing and monitoring learning and progress throughout the course.

Some evening work will be required.

**KEY ACCOUNTABILITIES**

* Planning and delivering modules in AAT Accountancy.
* Coordinating some of the provision, providing guidance, support and tutorship for learner groups including apprentices and individuals, as appropriate
* Meet both external and internal quality assurance standards for all programmes carrying out required academic administration duties
* Ensure schemes of work and consistent assessment procedures are continually maintained
* Co-ordinate preparation of internal tests and examination papers and monitoring entries for external tests. Be responsible for the accuracy of exam entries for the course/subject and liaise with examinations department and external exam awarding bodies as appropriate
* Participate in standardisation and internal verification as required
* Keep up to date with any awarding body changes to specifications or assessment requirements
* Contribute to the development of the Business and related curriculum area including the preparation of learning materials, student assessments and intranet-based resources
* Liaise with external organisations including employers to ensure that the curriculum is fit for purpose, current and meets external requirements
* Liaise with employers to monitor apprentices progress

# TERMS & CONDITIONS

# Hours: 8 hours – term-time only

**Holidays:** As this is a term time post, you are not eligible to take holidays during the fixed term period. The value of your holidays has therefore been added to your salary and holidays are taken in College holiday breaks.

**Salary:** up to £33, 753, depending on qualifications and experience, the actual salary for this role is up to £5822 per annum.

**QUALITY ASSURANCE**

* Implement and contribute to the development of the College’s Quality Assurance systems

**HUMAN RESOURCE MANAGEMENT**

* Team participation: all members of team are required to contribute to ensure team responsibilities are discharged as effectively as possible

**FINANCIAL & RESOURCES**

* Propose to the Business Programme Leader requests for teaching aids and equipment
* relating to courses
* Develop resources for the course/subject including maintaining effective links across College
* for resources
* Liaise with the Business Programme Leader over timetabling services

**MARKETING & COMMUNICATION**

* Engage in marketing activities as requested by the Business Programme Leader, assisting in
* the promotion of the College and recruitment
* Assist in the recruitment of students
* Liaise with local industry and commerce to enhance the college’s local links
* Promote the Subject area in relation to outside bodies

**RESPONSIBLE TO**

Programme Leader – Business.

**GENERAL**

1. Implement the College's current Quality Assurance systems
2. Participate where relevant in staff training, development and appraisal systems to

enhance personal performance and organisation effectiveness

1. Adherence to College Policy on Equal Opportunities and Health and Safety
2. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
3. Team participation: all members of teams are required to contribute to ensure

team responsibilities are discharged as effectively as possible

1. Work flexibly to meet the needs of the customers.
2. Any other duties appropriate to nature and grade of post

**BENEFITS**

* Occupational Pension Scheme
* Employee Development Scheme, annual £300 to spend on internal training of choice
* Staff Development to assist you to do your job
* Employee of the Month Scheme, £60 and extra days holiday to winner
* Fully equipped Fitness Suite – discounted membership for staff
* Nursery Provision
* Hair & Beauty salons on site
* Refectory & Training Restaurant

**NOTE**

This Job Description is current as at November 2021. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.**PERSON SPECIFICATION**

**LECTURER IN ACCOUNTING and BUSINESS**

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| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How Identified** |
| A Degree; or professional qualification which is  appropriate to the role/work | X |  | A |
| Teaching qualification |  | X | A |
| Current driving licence |  | X | A |
| **Professional Experience** |  |  |  |
| Recent successful experience of teaching AAT programmes |  | X | A |
| Business/commercial/industrial experience |  | X | A |
| Relevant accounting qualification (e.g. CIMA, AAT, ACCA etc.) | X |  | A |
| Working with mature students |  | X | A |
| Knowledge and/or experience of apprenticeships |  | X | A |
| Experience of working with Accounting Packages. |  | X | A |
| Experience of working with Spreadsheets. |  | X |  |
| Competence in using IT e.g. Google Classroom, OneFile, MS  Office, etc |  | X |  |
| **Personal** |  |  | I/R |
| Commitment and drive to provide excellent service to students | X |  |  |
| Ability to work with a team of Committed staff | X |  | I/R |
| Excellent communication skills | X |  | I/R |
| Excellent organisation and administration skills | X |  | I/R |
| Enthusiasm for the use of e-learning technology in the delivery of accounting and business subjects | X |  | I/R |
| Ability to work to deadlines | X |  | I/R |
| Commitment to continuous professional development | X |  | I |

**Key A - Application**

**I - Interview**

**R - Reference**