

Job Description – Lecturer

Role Title: Lecturer: Accounting (AAT)	Salary: £31,437 - £39,296 pro-rata for part time roles Actual Salary: £5,894 - £7,368
Normal Place of Work: College Green	Line Manager: Programme Manager
Normal Working Hours: 4.5 hours teaching on a Wednesday	

Purpose of role

We are looking for a motivated Lecturer to become part of our committed team. In this role, you will play a key part in shaping and guiding the next generation of accountants fostering both academic excellence and professional development. This opportunity is ideal for someone passionate about making a meaningful difference in students' futures.

You will plan and deliver high-quality, creative, and inspiring teaching that meets curriculum requirements while addressing the diverse needs of students across various programmes. A key responsibility is to maximise student retention, achievement, and overall success. You will work collaboratively with managers and colleagues to design, develop, manage, and review curriculum programmes, ensuring stakeholder satisfaction through feedback. Ensuring that individual learner needs are met through an inclusive learning approach is essential to providing an outstanding student experience. Additionally, full engagement with the College's Mission and Values is expected, ensuring these principles are central to all working practices.

You will work closely with colleagues and students throughout the organisation to foster a culture of high-quality customer service, flexibility and responsiveness, in line with the College's high aspirations for learners.

We are seeking candidates who are:

An expert in Your Field: We encourage applications from both experienced Lecturers and industry professionals looking to transition into a teaching role.

Committed to Excellence: Strive to unlock each student's potential through high-quality teaching practices, contributing to strong retention, attendance, success rates, and student progression.

Team-Oriented: Work collaboratively with colleagues to uphold and maintain the highest educational standards.

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all

- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use any of your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

A) **Teach and Inspire:** Delivering high quality engaging and effective lectures, workshops, and tutorials to meet the needs of your students

B) **Innovate and Evolve:** Creating and updating curriculum materials to ensure they align with industry standards and keep pace with technological advancements.

C) **Enhance the Student Experience:** Guide, motivate, support and mentor students throughout their academic journey, offering support and creating a nurturing and inclusive learning environment.

D) **Partnership and Collaboration:** Working closely with industry partners to enhance practical learning experiences and stay informed about emerging trends.

E) **Assess, Evaluate and Support:** Offering constructive feedback and assess student work, guiding learners to achieve their full potential. By ensure the completion of student Individual Learning Plans (ILPs), which set both long-term goals and short-term targets.

F) **Team Collaboration:** Partnering with a dedicated team of educators to ensure students are well-prepared for successful careers within their chosen field.

G) **Inspirational Educator:** A strong passion for teaching and a commitment to inspiring the next generation is essential; a recognised teaching qualification is preferred but not mandatory.

H) **Develop and implement:** Delivering effective Schemes of Work, Assessment, and Lesson Plans that are adaptable to students' needs, incorporating and integrating English, Mathematics, functional skills, and principles of equality and diversity while considering the unique learning requirements of each student.

I) **Lead and guide:** Designing and developing of programmes aimed at improving success rates while ensuring the use of high-quality learning resources that provide both challenge and enrichment for learners.

J) **Verify and Assess:** Ensuring that assignment briefs and all assessment methods are internally verified before the programme begins, with a focus on providing varied assessments that cater to the needs of individual students. Additionally, making certain that all assessed and graded work is returned promptly, clearly highlighting areas for improvement.

K) **Evaluate Curriculum Delivery:** Collaborating with colleagues, making appropriate in-year and end of year changes to increase student success and taking responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates.

L) **Investigate and Develop:** Taking responsibility for seeking out methodologies and resources in support of high-quality teaching and learning for your personal development

M) **Moderate:** Taking responsibility for moderation and verification at critical points throughout the year.

N) **Track and Report:** Managing the administration related to the role by accurately maintaining tracking documentation and providing necessary reports. Additionally, ensuring precise attendance records are kept and follow up on attendance and punctuality as needed.

O) **Conduct:** Ensuring effective interviews and initial assessment activities to determine students' suitability for courses, providing impartial and professional advice that aligns with their educational and vocational needs.

Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Head/s of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
Programme Managers and Heads of Department	To provide vocational programmes that are effective, relevant, and aligned with the overall goals of the college. This partnership enhances the quality of education, supports student success, and strengthens the institution's reputation in the community.

Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.
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There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications)	✓	
Qualified to degree level or equivalent professional qualification	✓	
To hold a teaching qualification (or preparedness to achieve one during the first two years' service)	✓	
Knowledge and Experience		
Relevant industry and/or vocational experience, in the subject specialism to be taught	✓	
Knowledge of current employment trends and required employability skills in the specialism to be taught	✓	
Evidence of recent and up to date continuous professional development in the specialism to be taught	✓	

Knowledge of arrangements for safeguarding children and young people		✓
Knowledge and experience of strategies for improving learning outcomes for young people and adults		✓
Knowledge of strategies to be used to improve retention of young people and adults		✓
Knowledge and experience of the Common Inspection Framework and/or equivalent arrangements for Higher Education		✓
Experience of teaching diverse groups of students		✓
Experience of developing learning resources for both face to face, blended and/or online delivery of learning		✓
Skills and Abilities		
Good oral and written communication skills	✓	
Excellent interpersonal and networking skills	✓	
Good planning and organisation skills	✓	
Good analysis, problem solving and decision-making skills	✓	
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓	
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓	
Ability to use IT at a level commensurate with job role	✓	
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓	