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| **Job Title:** | Teacher – Accounting | **Post No:** | 2811 |
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| **Curriculum area:** | Professional Studies | **Department/**  **Team:** | Higher Education & Professional Studies |

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| **Reports to (job):** | Director of Higher Education |
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| **Responsible for (jobs):** | **To teach across a range of AAT accounting courses at levels 2-4 and contribute to their tutoring and management.**  **Develop and deliver accounting programmes.** |

# Job Purpose

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| **To undertake a variety of duties associated with pedagogic work: staff development; curriculum development; research and consultancy; student counselling and welfare.** |

**Main Responsibilities**

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| **1.** | Undertake normal duties associated with the teaching on student learning programmes e.g. preparation and marking, profiling, progress reviews, report and reference writing, registration, attendance records, statistical returns and other administrative tasks. |
| **2.** | Have available up-to-date syllabuses and schemes of work for all courses and classes taught. |
| **3.** | Set, mark and moderate assignments and tasks specified by examining bodies and to maintain records and report thereon as required. |
| **4.** | Assist in the development, planning and organisation across the range of business programmes and participate in programme review, monitoring and evaluation processes. |
| **5.** | Attend and participate in Programme, Curriculum, College and other team meetings. |
| **6.** | Participate in marketing and promotional activities including liaison with schools, employers and other outside bodies as required. |
| **7.** | Continuously review and evaluate teaching/student learning methods and styles whilst maintaining an awareness of new developments and initiatives in Further and Higher Education. |
| **8.** | Participate in appraisal and staff development based on individual, programme and College needs. |
| **9.** | Prepare personal class contact records in consultation with the Curriculum Director. |

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| **10.** | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College. |
| **11.** | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives. |
| **12.** | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| **13.** | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge & Understanding | * A relevant degree / professional qualification * A teaching qualification and/ or relevant experience * Enthusiasm for the subject and ability to impart this to students * Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning. | * Management qualification * Masters qualification * Assessor qualification * Verifier qualification |
| Skills | * Demonstrate excellent interpersonal communication skills * Be able to adopt a variety of strategies to suit students’ different learning styles * Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college * Have the ability and interest to contribute to students’ enrichment activities * Possess excellent team skills and have the ability to contribute   to the team and its goals.  Be able to work independently and as a member of the team.   * Be well organised, reliable and punctual * Possess good IT and administrative skills. Be able to keep accurate records of students’ progress and keep an up-to date Record of Work. | * Innovative and technical approach to teaching and learning * Accounting skills |
| Experience | * Have experience of teaching AAT accounting qualifications at levels 2 to 4. * Have experience of teaching a range of students with various abilities and needs. | * Teaching in further education * Experience of internal verification process * Ability to deliver finance units on other programmes. * Had experience of apprenticeship programmes. |
| Special working requirements | * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group |  |