



## About the Role – Employment Details

Post Number	A063a
Job Title	Lecturer in AAT Accountancy
Salary	£27,432.30 - £40,795.26 pro rata'd (Actual £22,242.41 - £33,077.24 per annum)
Contract Type	Permanent - Up to 30 hours per week
Campus	Gloucester and/or Cheltenham and/or Work from Home
Department	Commercial
Responsible To	Head of School & Curriculum Leader
Holiday	38 days pro rata'd

## About the Role – Meet the Team

Gloucestershire College is recruiting Accountancy Lecturer for our AAT Team to deliver primarily Level 3 & Level 4 Qualifications to learners aged 19 plus who study both on campus and through remote learning. Flexible hours available, full time and/or evening delivery with opportunities to also deliver and work from home.

A career with us means much more than just a salary- we know that our people are our greatest asset.

## About the Role – Duties and Responsibilities

### Learning and teaching

- Provide learning and assessment activities which meet curriculum requirements and the aims and needs of all the learners.
- Plan and use a range of effective and appropriate teaching and learning techniques to engage and motivate learners and encourage independence and learner autonomy.
- Select and develop a range of effective resources, including appropriate use of new and emerging technologies ensuring they are inclusive, promote equality and engage with diversity.
- Establish a purposeful and motivating learning environment where learners feel safe, secure, confident and valued.
- Establish and maintain procedures with learners which promote and maintain appropriate behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes.
- Use listening and questioning techniques appropriately and effectively in a range of learning contexts.
- Provide opportunities for learners to understand how the specialist area relates to the wider social, economic and environmental context.
- Work with learners to address particular individual learning needs and overcome identified barriers to learning.



- Evaluate the efficiency and effectiveness of own teaching, including consideration of learner feedback and learning theories.
- Use mentoring and/or coaching to support own and others' professional development, as appropriate.
- Evaluate and improve own communication skills to maximise effective communication and overcome identifiable barriers to communication.
- Collaborate and communicate appropriately with colleagues and external agencies to encourage learner progress.
- Work with colleagues with relevant learner expertise to identify and address literacy, language and numeracy development in own specialist area.

## Assessment

- Devise, select, use and appraise assessment tools, including where appropriate, those which use new and emerging technologies.
- Develop, establish and promote peer and self-assessment as a tool for learning and progression.
- Design and apply appropriate methods of assessment fairly and effectively.
- Apply appropriate assessment methods to produce valid, reliable and sufficient evidence.
- Collaborate with others, as appropriate, to promote equality and consistency in assessment processes, participating fully in internal and external verification.
- Ensure that learners understand, are involved and share in responsibility for assessment of their learning.
- Contribute to the organisation's quality cycle by producing accurate and standardised assessment information and keeping appropriate records of assessment decisions and learners' progress.

## Professional values and practice

- Use opportunities to highlight the potential for learning to positively transform lives and contribute to effective citizenship identifying the transferable skills they are developing, and how these might relate to employment opportunities.
- Encourage learners to recognise and reflect on ways in which learning can empower them as individuals and make a difference in their communities.
- Share good practice with others and engage in continuing professional development through reflection, evaluation and the appropriate use of resources.
- Conform to statutory requirements and apply codes of practice including appropriate consideration of the needs of children, young people and vulnerable adults and equality of opportunity.
- Keep accurate records which contribute to organisational procedures.
- Evaluate own contribution to the organisation's quality cycle.

## Access and progression

- Refer learners to information on potential current and future learning and career opportunities and appropriate specialist support services.
- Provide learners with appropriate information about the organisation and its facilities, and encourage learners to use the organisation's services, as appropriate.
- Provide effective learning support, within the boundaries of the teaching role.



## About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

## About the You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"><li>– Relevant industry experience working within your specialism and within the Accountancy/ Business Sector</li><li>– AAT Level 4, or equivalent, in specialism</li><li>– PGCE, DTTLS or Certificate in Education (or willingness to complete).</li><li>– Willingness to undertake Equality and Diversity and Safeguarding training</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>– Prior teaching experience to both apprentices and/or Adult students</li><li>– Motivate and inspire young people to want to achieve their individual learning aims and qualifications</li><li>– Manage and handle conflict and challenging behaviour as it arises both inside and outside the classroom</li><li>– Excellent team player with good communication skills, including written, oral and non-verbal communication</li><li>– Communicate effectively and appropriately using different forms of language and media, including new and emerging technologies</li><li>– To manage own time effectively by planning and prioritising own work load and reacting positively to changes as they occur</li><li>– Provide constructive feedback to learners and colleagues where appropriate</li></ul>



**The Perfect Person for us will demonstrate**

<b>Abilities</b>	<ul style="list-style-type: none"><li>– Motivate and inspire young people to want to achieve their individual learning aims and qualifications</li><li>– Manage and handle conflict and challenging behaviour as it arises both inside and outside the classroom</li><li>– Excellent team player with good communication skills, including written, oral and non-verbal communication</li><li>– Communicate effectively and appropriately using different forms of language and media, including new and emerging technologies</li><li>– To manage own time effectively by planning and prioritising own work load and reacting positively to changes as they occur</li><li>– Provide constructive feedback to learners and colleagues where appropriate</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Able to travel between college sites (if required)</li><li>– Undertake any training required for the role</li><li>– Hold an Enhanced DBS check with child barred list check or be willing to undertake a check.</li><li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li></ul>