

Job Description

L2 AAT Lecturer

Reporting to: Adult & Community Learning Project Co-ordinator**The key purposes of this role are to:**

- Plan and deliver high quality teaching, learning and assessment on all the courses you teach.
- Ensure a high level of positive student outcomes on your courses
- Enhance the overall experience of students through your involvement in wider College life
- Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard

	This post is accountable for:
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference what we know about student needs and abilities in order to provide stretch and challenge for all
	Planning, delivering and managing lessons to ensure that students are clear about expectations and make good progress
	The regular use of formative assessment to check learning
	Meeting College and team assessment/marketing/internal moderation standards
	Providing clear guidance for LSWs supporting learning in your classes
	Identifying and reporting your training needs. Undertaking continuing professional development in order to respond successfully to the challenge of teaching new student groups and courses including 2 weeks annual self-directed PD (pro rata).
	Taking opportunities to develop literacy or numeracy and develop 'wider world' understanding across each course including embedding learning from the tutorial programme where relevant
	Ensuring high quality resources and (where relevant) vocational experiences or work placements are available to students.
Ensure a high level of positive	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.

student outcomes	Ensuring new students settle quickly into our class, understand what you expect of them and what they can expect from you and support them to stay on track and in College.
	Completing registers, tracking documentation, reviews and references to deadline
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Ensuring that your student understand the impact of absence on outcomes and liaising effectively and proactively with Parents, Pastoral Staff and the Student Journey team to address attendance and performance concerns
Enhance the overall experience of students	Actively contributing to developing the curriculum based on national best practice in order to establish and maintain a reputation for excellence.
	Actively supporting students to engage with and contribute to the life of the College & beyond
	Actively contributing to the wider life of the College, including offering enrichment activities.
	Working collectively with other staff to ensure student safety and good student behaviour around College
	Ensuring compliance within your area to College policies and procedures. Particularly Health and Safety, GDPR, Safeguarding, Trips and Equalities policies.
Ensure that an equitable share of team preparatory, marketing and administrative work is completed to a high standard	Taking responsibility for elements of provision, activities and care of particular rooms and resources where required. This includes taking responsibility for coordination of courses (including course documentation and meetings) within your teaching teams on an equitable and/or rotation basis.
	Administering courses or delegated projects in accordance with College, Awarding Body and Faculty policies ensuring agreed deadlines are met and record keeping is of a high standard. Taking an equitable share of IV or moderation responsibilities within your subject teams including lead role on rotation.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies or employer groups where appropriate and providing copy and photo opportunities for the marketing Team.
	Undertaking an equitable share of course and Faculty administrative, developmental and routine work, ensuring that these tasks are carried out to a high standard.
	Playing an active and positive role in the development of the Faculty and its courses

	Analysing available data in order to inform line managers, action planning and decision making with a view to continuous improvement.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your Faculty and course teams.
	Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent, covering lessons where required.
	Taking an equitable share of mentoring new staff in the Faculty
	Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility.

PERSONAL SPECIFICATION

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A degree or equivalent in Accounting, AAT standard qualifications	AAT, Accounting or Finance experience
SKILLS/ PERSONAL QUALITIES	Good organisational and interpersonal/team skills	Skills or experience in time management, prioritising
	The ability to relate to our students quickly and effectively	Understanding of how to raise performance
	A focus on maximising student success	
	Ability to liaise with employers & assist with co-ordination of student work placements and employer masterclasses	
	Ability and/or willingness to design and lead on new units and qualifications	Evidence of innovation in designing or delivering courses
	IT skilled	Adaptable and flexible to changing nature of business need
	Punctual and reliable	

	Enthusiasm, drive and the ability to work with limited direction	Evidence of success in previous/current teaching roles
	Familiarity with Accounting or Finance qualifications	Understanding of teaching and learning practices that can support learners in further education
	Ability and/or willingness to design and lead on new units and qualifications	
	Able to cope effectively when things go wrong or practical difficulties emerge	
	The imagination and ability to organise enrichment activities within the curriculum	Interest in, enthusiasm for, and willingness to teach other levels
EXPERIENCE		Evidence of success in previous/current teaching roles
		Experience teaching in Accounting, Finance or Business

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.

Annual targets for each element in this job description may be agreed annually with your Line Manager.

Indicators/ sources for reaching performance judgements (not exhaustive):

Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy

- Student Feedback (inc student survey)
- Parent feedback
- SOW
- ALPs and 6 Dimensions and other performance data
- Observation
- Student Journal
- Inspection reports

- Student retention and attendance data
- Recruitment and retention
- MIS
- Team (inc assessment) records
- Marked work and other formative and summative feedback
- UCAS and reference quality
- Line manager, peer and cross-college feedback
- External Quality Reports



Level 2 AAT Lecturer | Faculty of Adult Learning & Education Support

Dear Applicant

Thank you for taking an interest in the position of L2 AAT Lecturer at Cirencester College. We are a top performing 6th form college, which was previously a tertiary college. Amongst the tertiary work we retain is some 16-19 vocational provision at levels 1 and 2, apprenticeships, a range adult work including professional courses and HE.

We are located in a rural area with all the additional challenges that brings. Approximately two thirds of our students come in by coach each morning. In doing so they are choosing to come to us rather than our many competitors. We have survived and grown by listening to students (and parents) and delivering a great student experience and value added. Students come to us for the choice, the atmosphere and the freedom to develop in a safe and supportive environment.

In terms of a work setting, both the college & the Cotswolds in general, are impressive. The campus itself has seen considerable investment in new buildings. It is situated on the edge of town, adjacent to the Bathurst Estate. The grounds of the Estate stretch for miles, with many staff using these to unwind, whether this be for a spot of lunch, a lunchtime stroll or a pre/post-work run.

A teaching or lecturing qualification is clearly an advantage but we are equally open to applications from graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification; relevant employment and/or practical experience would be an important factor in this case. In either case, we are keen that the successful applicant have industry experience. We are certainly keen to appoint a motivated individual who is committed to continued professional development. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious team(s).

The College is undergoing major building renovation and expansion in this area of our provision, and all engineering, construction and digital related provision will have brand new accommodation in the next academic year. This includes a contemporary new 'digital building' which is a major upgrade in technological teaching spaces for the College.

Our core priority lies in raising achievement and retention rates and all staff are encouraged to contribute ideas, share resources and collaborate in the research and planning of new initiatives and materials.

Flexibility is an essential quality and this role will involve cross-team and possibly cross-college liaison and responsibility. We encourage collaboration among staff in delivering

professional development activity and colleagues are unfailingly helpful and supportive of one another. It is important that you are a good team player who is prepared to work closely with colleagues and you will be expected to share the student-centred approach that imbues everything we do.

Staff development takes a very high priority across college, underpinned by a robust performance management system. This encompasses externally and internally delivered courses, internal skill sharing, peer and management observations and visits to benchmark colleges. Enrichment activities are a valued aspect of the student experience and can be a successful means of putting classroom learning into context; you will have the opportunity to become involved in their development and delivery.

Examination results are largely above national benchmarks across the faculty and our sixth form status means that we continue to aspire to raise achievement. The college operates a rigorous self-assessment regime and we are relentless in our commitment to improve. In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue.

The job-specification provides a list of the skills and experience we are looking for, but above all we need someone absolutely committed to achieving the best possible outcomes for students and with the energy, drive and clarity of mind to help us achieve them. If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you decide to apply, do give some thought to the 'further information' section of your application. We always ask that you include a letter in support of the application and find this particularly helpful at the short-listing stage.

We may seek to interview strong applications prior to the scheduled interview week. If you have any questions about the post, please contact me on karen.bell@cirencester.ac.uk

Karen Bell
Head of Faculty – Adult Learning & Education Support