

**Job Description -**

Lecturer in Accounting and Business

**Reporting to Head of Faculty of Business and Land****The key purposes of this role are to:**

- Market, 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

	<b>This post is accountable for:</b>
Planning and delivering high quality teaching, learning and assessment	Ensuring learning outcomes for lessons are planned with reference to what we know about student needs and abilities in order to provide stretch and challenge for all.
	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/marking 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.
	Taking some opportunities to develop literacy or numeracy and develop 'wider world' understanding (inc E&D) across each course.
	Ensuring high quality resources and (where relevant) and experiences are available to students.
	Invest in the marketing and planning of the new T level programme.
Ensure a high level of positive student outcomes	Insisting on high ambitions for all students.
	Ensuring academic performance targets are met for your classes.
	Completing registers, tracking documentation, reviews and references to deadline.
	Timely and accurate recording of student performance, behavioural, risk and skills information using College systems.
	Liaising effectively with Parents, Pastoral Managers, tutors, Student Journey team to address attendance and performance concerns

Enhance the overall experience of students	Actively contributing to developing the relevant curriculums 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
	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, Safeguarding, Trips and E&D 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 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, Exam board 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, where relevant, lead role on rotation.
	Effectively promoting and marketing your courses in line with College and Faculty initiatives including liaison with outside agencies where appropriate.
	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.
	Actively participating in appropriate reviews, meetings, monitoring and evaluation within your School and course teams.
	Ensuring with your co-lecturers that all classes as registered and have work set when team members are absent
	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.

- All academic staff will also be tutors, please see job spec below.
- Annual targets for each element in this job description may be agreed annually with your Line Manager.

**Job Description:** Personal Tutor (Lecturer)

**Reporting to:** Pastoral Manager for this element of your role



**The key purposes of this role are to:**

- induct and integrate your students into the College and the transition to student life and **ensure that they survive and thrive** here
- **create tutor group identity** around student ambitions and interest and provide tutorial activities which build upon this
- **provide students with a clear line of sight** to employment, self-employment or HE; developing their confidence and relevant skills in order to get there. To manage their individual 'tutoring pathway' to ensure that it is fit for purpose
- **performance manage your group of students** to ensure that they maximise their full potential
- **safeguard** and promote the welfare, equality and diversity of all students at Cirencester College

	<b>This post is accountable for:</b>
<b>Ensuring students survive, thrive and progress</b>	Successfully enrolling and inducting students into the College and developing both a sense of belonging and the resilience to succeed here
	Ensure that key College information is communicated effectively & in a timely manner
	Insisting on high ambitions for all students.
	Clearly and actively signposting support services, including learning support
	Contribute actively to College Induction Day and other student induction activities
	Liaising effectively with parents/carers and attend meetings/consultation evenings as appropriate
	Actively supporting students to engage with and contribute to the life of the College & beyond
	<b>safeguarding</b> and promote the welfare, equality and diversity of all students
	Actively contributing to pastoral meetings to ensure best practice is shared and issues resolved.
	Providing pastoral care, guidance and support for your tutees

<b>create a tutor group identity</b>	Providing clear frameworks for students in terms of expectations, policies and rights.
	Innovate and develop tutorial activities around student ambitions in order to equip them with the motivation, skills, experience and knowledge to successfully pursue their chosen path
	Developing an expertise in understanding routes into the career or HE path linked to your particular tutorial group(s)
	Ensuring that all tutees can identify with the tutorial group identity
	Delivering the basic tutorial programme
<b>provide students with a clear line of sight</b> to employment, self-employment or HE;	Closely monitor the quality of tutoring within your Faculty. Intervening whenever standards fall and providing staff development where needs are identified
	Proactively and robustly monitor attendance
	Providing first-level progression guidance and support to students completing UCAS and employment applications.
	Referring students to appropriate guidance staff for more in-depth guidance and support
	Writing UCAS and employment references for tutees
	Using student voice and feedback to constantly refine and improve provision
<b>performance manage your group of students</b>	Closely monitor the progress of individual students against targets (for example attendance, CPGs and assignment completion), intervening and promptly following up risk indicators or concerns.
	Liaising effectively with Senior Tutors, lecturers, Student Journey team, SAMs or counselling service to address attendance and performance concerns
	Checking and signing off any course change application in the first six weeks
	Initiate parent contact, meetings, warning letters and other key processes
	Complete annual Individual Learning Reviews to deadline.

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

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
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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
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| <ul style="list-style-type: none"><li>• Student Feedback (inc student survey)</li><li>• Parent feedback</li><li>• Individual Learning Plans,</li><li>• Success Rate Data</li><li>• Observation</li><li>• Corero Notes,</li><li>• Referrals to Pastoral Managers,</li><li>• student retention and attendance data</li><li>• Destinations Data</li><li>• UCAS Reference quality</li><li>• Feedback from staff</li></ul> |
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## PERSONAL PROFILE

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Full teacher training qualification OR be willing to work towards one within two years	Documented evidence of continuing personal development
	A relevant degree in Media/ Graphics or associated discipline	Full driving licence including Section D (minibus test)
<b>SKILLS/ PERSONAL QUALITIES</b>	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	Evidence of innovation in designing or delivering courses.
	The imagination and ability to organise enrichment activities within the curriculum	Adaptable and flexible to changing nature of business need
	Familiarity with Vocational & Alevel specifications in Media & Graphics	Understanding of differentiated learning
	Ability and/or willingness to design and lead on new units and qualifications	Evidence of designing or delivering courses
	IT literate	
	A commitment to organising and leading student outdoor fieldwork visits and project work	
	Punctual and reliable	
	An effective and sensitive team player	
	Enthusiasm, drive and the ability to work with limited direction	
	Able to cope effectively when things go wrong or practical difficulties emerge	
	Student centred approach to learning	
<b>EXPERIENCE</b>		Evidence of success in previous/current teaching roles
		Experience teaching Media & Graphics topics

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.

All academic staff will also be tutors, please see job spec below.

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

<b>Indicators/ sources for reaching performance judgements (not exhaustive):</b>
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<p>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</p>
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|---|
| <ul style="list-style-type: none"><li>• Student Feedback (inc student survey)</li><li>• Parent feedback</li><li>• SOW</li><li>• Success Rate Data</li><li>• Observation</li><li>• Corero Notes,</li><li>• Inspection reports</li><li>• Student retention and attendance data</li><li>• Recruitment and retention</li><li>• MIS</li><li>• Team (inc assessment) records</li><li>• Marked work and other formative and summative feedback</li><li>• UCAS and reference quality</li><li>• Line manager, peer and cross-college feedback</li><li>• Value Added reports</li><li>• External Quality Reports</li></ul> |
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***Lecturer in Business and Accounting***

***Required: ASAP***

***Academic Salary range 1-14: £26, 926 - £44, 498***

***(Dependent on qualifications and experience)***

***Faculty of Business and Land***

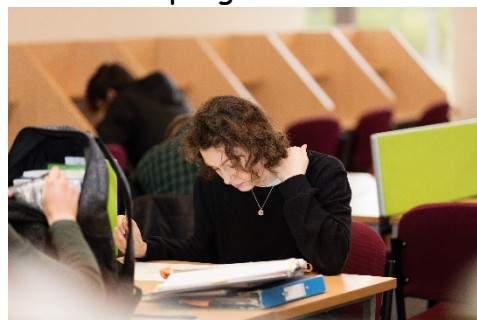
Dear prospective applicant,

First of all, thank you for taking an interest in the position of Lecturer in Business and Finance at Cirencester College. We are in an exciting position where we want to recruit someone to join our ambitious team from September 2023. This post has arisen due to a growth in student number across both our Business and Finance courses and the introduction of the new T Level qualifications.

We are a top performing 6<sup>th</sup> form College, which was previously a Tertiary college. The vast majority of our 3000 students are doing level 3 programmes, mainly A Levels, but the College is one of the first across the country which has been selected to deliver the new innovative T-level qualifications. The college has already started the delivery of some T level programmes with further courses rolling out each academic year. Within the Business and Land Faculty we are a pioneering college with T levels in Accounting, Finance and Business Management from September 2022. Alongside the T level courses that will be on offer in the near future the Faculty already offers Business A-level with over 200 current students across our 2023 cohorts and an ever-growing Accounting A-level. We also offer a very successful Transition Level 2 Business CTEC programme.

A teaching or lecturing qualification is clearly an advantage for this position but we are equally open to applications from those with industry skills and experience or graduates possessing a relevant degree with energy and ideas but who have yet to achieve a teaching qualification. Relevant employment and/or practical experience particularly in Finance or Accounting would be an

advantage. We are keen to appoint a motivated and forward-thinking individual who is committed to continued professional development and confident in leading a team of people. We have a proven track record of taking industry experts who wish to transfer their skills to a teaching career, training them through our recognised teacher training Award and Diploma programme and producing some superb practitioners. We would welcome someone that has a good Honours degree in a relevant subject or alternative relevant qualifications, an eagerness to work hard, and a desire to go above & beyond for our students. Those with the mind-





set, attitude and dedication gained from military service are also welcome to apply as this job will require the skills of innovation, resilience and creative thinking to truly flourish in this role. Qualified lecturers should be able to demonstrate a track record of outstanding results, as you will be joining a highly ambitious culture.

The College is undergoing major building renovation and expansion in this area of our provision, and all digital related teaching we have brand new accommodation. This includes a contemporary new 'digital building' which is a major upgrade for the College providing advanced technology and facilities for our students and brand new T Level building designed with industry standards.

Unlike schools, the College has its own pay scale which currently runs from 1-14: £26, 926 - £44, 498. We have approximately 350 staff including managers, lecturers and a wide array of support staff that all work closely together to create the best possible learning environment for our diverse and flourishing learners.

We are located in a rural area with all the additional benefits & challenges this brings. Approximately two-thirds of our students come in by bus each morning. In doing so, they are choosing to come to us rather than our many competitors. We have grown by listening to students (and parents) and delivering a great student experience, as well as excellent raw and value-added results. Students come to us for the choice of subjects we offer, the socially relaxed but academically focused atmosphere, and the freedom to develop in a safe and supportive environment.



You would be joining a top performing College & much of this success is down to the fact that we have been very clear about where we wanted to go, have strong

values and a well embedded 'Ciren Way' of going about things. The successful applicant would be part of a group of staff capable of achieving excellence. We have a strong tradition of sharing good practice at the College and within the Business and Land Faculty. We also have well-established links with a group of benchmark Colleges, with whom we share ideas and discuss emerging challenges of the day (such as linear A levels, new specifications, etc). New ideas are shared most weeks at Monday cross-College staff development sessions, and this also provides a good way to get to know teachers of other subjects. These sessions have been hugely supportive to both new staff & those with many years of experience. New teachers to the college &/or the profession will also receive further support to help them familiarise themselves with the college.

The Faculty of Business and Land includes 20+ lecturers, from a wide variety of disciplines including Languages, Economics, Travel and Adult Education. All staff work with each other across college and many are involved with enrichment activities offered to the students to supplement their studies.

As a lecturer your main role will revolve around planning & delivering lessons, marking student work, monitoring student performance and implementing appropriate interventions where necessary to ensure students have the very best chance of succeeding. You will also be required to contribute to the main marketing events and parents' evenings and employer liaison. For the tutor element of the role, you will be supported by many other teachers in the Business and Education Faculty who also act as personal tutors, as well as the Progression Tutors and Pastoral Managers.

Please refer to the job-specification (including the tutor role) that 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.

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 post-work run.

If you think this matches your aspirations, we look forward to receiving your application, which you should address to Human Resources.

If you would like to visit the College or ask questions to find out more then please contact the Associate Principal and Head of Faculty for Business and Land  
[nicola.webster@cirencester.ac.uk](mailto:nicola.webster@cirencester.ac.uk)

Yours sincerely  
Nicola Webster  
Head of Business and Education Faculty