



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Accountancy & Finance
<b>Grade:</b>	Teaching and Training Grade TT01-07
<b>Hours:</b>	37 hours per week (pro-rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	School of Business, Management & Professional
<b>Accountable to:</b>	Head of School/Curriculum Manager

### Job Purpose

The post holder may teach and manage learning on a range of courses including: -

- AAT Level 2, 3 and 4
- CMI Level 5 (Finance unit)
- BA (Hons) Business and Finance (in development)

### Key Result Areas

1. The post holder will become a member of course teams responsible for the effective and efficient organisation and delivery of high quality teaching programmes
2. The post holder will undertake a range of administration duties as well as undertaking teaching duties
3. All staff are required to contribute to curriculum and self-development.

Duties undertaken by the postholder may include being the lead academic for a designated course(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:

- Identification and assessing Learners' Needs
- Planning and Designing Learning programmes and sessions
- Developing Learning programmes and sessions in line with recommended practice.



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- Delivering Learning and Teaching programmes/activities
- Assessing the Outcome of Learning and Learners' Achievements
- Preparing students for their AAT exams
- Monitoring, Evaluating and improving quality and effectiveness of own practice and learning/teaching programmes and sessions.
- Ensuring the effective recruitment, retention and achievement of students.
- Any other duties commensurate with the grade and status of the post.

## **General Responsibilities**

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

## **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

## **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.



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If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

### **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.



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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

## PERSON SPECIFICATION

**Job Title:** Lecturer in Accountancy and Finance

Knowledge & Experience	Assessed by	Essential	Desirable*
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Level 6 Graduate qualification	1		✓
Level 5 AAT qualification or equivalent	1	✓	
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent)*	1		✓
Recent and relevant teaching experience in the delivery of AAT up to and including level 4	1/2	✓	
Assessor qualification (A1, or D32 and 33)	1		✓
Internal Verifier qualification (V1, or D34)	1		✓
Knowledge and recent experience of working in an educational environment	1/2/3		✓
Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1/3	✓	
Proven track record of recent and relevant professional/vocational experience	1/2/3	✓	
Recent and relevant record of successful teaching and assessment	1/2/3	✓	

Skills	Assessed by	Essential	Desirable
Demonstrate the ability to lead teams and support individual and team development.	1/2/3	✓	
Ability to effectively communicate to people both face to face and in writing	1/2/3	✓	
Ability to work collaboratively within the working environment in order to meet deadlines	1/2/3	✓	
Demonstrate the ability and commitment to work towards professional standards in the workplace	1/2/3	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	1/2/3	✓	
Ability to effectively utilise ICT in order to update and maintain learning records	1/2/3	✓	
Suitable to work with young people and vulnerable adults	1	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

Academic Staff who are new to teaching and who do not have a recognised teaching qualification, will be required to undertake the College's six-month programme "Teaching, Learning and Assessment Toolkit" to gain knowledge on the practicalities of the skills to plan, deliver, assess and review teaching and assessment. This should be completed within the probationary period.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date: March 2017**



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