



Title: Associate Teacher in Sage Accounting

Reporting to: Workforce Skills Manager

Date: March 2018

Role Summary:

- To deliver high quality teaching, learning, assessment and tutorial support to learners so as to maximise achievement and continuous improvement

Key Responsibilities:

- Teach and assess on courses as agreed with the Workforce Skills Manager and/Director of Learning - Adults. Act as Personal Tutor to students as required and to deliver tutorials in line with the College Tutorial Policy.
- Ensure students are correctly enrolled with the college and awarding bodies.
- Maintain and co-ordinate course records, and collate schemes of work, lesson plans and assessment plans.
- Act as internal verifier in line with college policy and liaise with external verifiers.
- Pay due attention to the principles of effective learning such as ICT developments, learning styles, equality of opportunity, differentiation and support for students with learning difficulties and/or disabilities.
- Maintain records of progress and co-ordinate reporting to interested parties.
- Contribute to curriculum development and learning resources.
- Maintain an up-to-date knowledge of developments in the relevant subject/course.
- Develop and maintain and co-ordinate effective industrial links.
- Participate in relevant industrial visits.
- Attend and contribute to relevant college events, including guidance, enrolment, open events, Parents' Evenings and Awards Evening as appropriate.
- Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement.
- Contribute to the Faculty Development Plans.
- Participate in the College's Lesson Observation Scheme.
- To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the College and relevant outside agencies.
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
- Carry out all duties with due regard to Health and Safety Regulations.
- Ensure compliance with the Financial Regulations of the College.



- To positively promote equality of opportunity for staff and students.
- To carry out other duties as may reasonably be required from time to time.

NOTE:

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at March 2018. It will be updated in consultation with the post holder as circumstances change.

PERSON SPECIFICATION: Associate Teacher in Sage Accounting

Criteria	Essential	Desirable
Qualifications		
GCSE Maths & English C and above	✓	
Degree or minimum of A level in subject to be taught equivalent higher education	✓	
Appropriate Assessor and Verification qualifications		✓
Teaching Qualification	✓	
Evidence of professional development and continuous updating of skills and knowledge	✓	
Experience		
Significant successful teaching experience	✓	
Experience of contributing to course design and curriculum development	✓	
Experience of lesson observation and feedback to staff		✓
Experience of tutorial and student support process		✓
Knowledge/Awareness		
Knowledge of curriculum and course development	✓	
Broad knowledge of trends and initiatives within the appropriate sector	✓	
Knowledge of inspection frameworks	✓	
Knowledge of equal opportunities issues		✓
Skills		
Knowledge of IT and its use in the curriculum and decision making	✓	
Excellent communication and interpersonal skills	✓	
Commitment to team working	✓	
Strong personal commitment to the College	✓	
Commitment to achieving excellence through continuous improvement	✓	
Ability to work flexibly to meet College requirements	✓	

*Essential or Desirable