



# WORK AT SHIPLEY COLLEGE

## AAT Lecturer - Part time Variable Hours

### Shingley College - Great people, great place!

**Hours:** Variable hours

**Salary:** £20.90 ph (£26.52 ph inclusive of holiday pay)

**Closing Date:** Ongoing

**Interview Dates:** TBA

**Start Date:** ASAP (subject to satisfactory pre-employment checks)

An opportunity has risen for a Lecturer to support our students in obtaining AAT qualifications and up to level 4.

The successful candidate will have the necessary qualifications, skills and/or experience to plan, prepare, teach/deliver modules, and support learning across the AAT provision including T level Accounting. They would also be involved in course coordination, as well as providing guidance, feedback, support, and tutorship to learner groups.

<b>Benefits we offer include:</b>	<b>We are looking for someone who has:</b>
<ul style="list-style-type: none"> <li>• Teachers pension</li> <li>• Access to a free gym on site</li> <li>• Reduced cost train travel</li> <li>• Access to free onsite car parks</li> <li>• CPD &amp; Development opportunities</li> <li>• Access to discount shopping apps</li> <li>• Onsite reduced cost catering</li> <li>• Free Level 3 Award in Education Training</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant degree/qualification or significant work experience</li> <li>• Level 2 (equivalent) Qualification in Maths and English Language</li> <li>• Relevant successful teaching experience</li> <li>• Excellent Communication, customer service and interpersonal skills</li> <li>• Willingness to work to a flexible attendance pattern, including evenings</li> </ul>

**How to Apply:** Application forms can be obtained from [www.shingley.ac.uk](http://www.shingley.ac.uk). Completed applications should be submitted to [jobs@shingley.ac.uk](mailto:jobs@shingley.ac.uk)

<p>Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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## **JOB DESCRIPTION**

Post Title:	Part Time Lecturer - AAT/Accountancy
Responsible to:	Head of Department

### **INTRODUCTION**

The following information is provided to assist staff joining Shipley College to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

- Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST**

As a Lecturer you will be (or become) an excellent (classroom) practitioner who consistently demonstrates the highest standards of delivery, is fully committed to raising attainment and acutely aware of the strategies required to achieve the highest standards within your subject area.

### **DUTIES AND RESPONSIBILITIES**

- To provide the highest quality teaching, learning and assessment to learners using the most appropriate and innovative methods whilst celebrating difference and promoting diversity
- To produce the highest quality learning and assessment materials and assignments and use the most up to date and appropriate resources to support learning and assessment
- To undertake formal assessment of learner achievement and offer clear and timely feedback on progress and opportunities for progression to learners
- To ensure the smooth running of courses, including timely and accurate completion of student attendance records, retention and achievement records, end of course information etc
- To maintain excellent classroom management and student discipline whilst observing College regulations
- To have well-developed strategies in place to keep learners safe and to support them to develop their own understanding of the risks in order to keep themselves and others safe
- To carry out a full evaluation of the course(s); maintain the course file, support the effective use of satisfaction surveys, complete the course review documentation as required, and act upon recommendations for course improvement as part of the College quality system

- To establish, where appropriate, effective working relationships with examining and accrediting bodies, support correct registration and exam entries for learners on courses. To work with Head of Teaching, Learning, Assessment Quality and follow the College's Internal Quality Assurance (IQA) systems for internal verification, external verifier and moderator visits and to undertake Internal Verification duties as required
- To assist the Head of Department and team in the planning and costing of new programmes taking into account curriculum changes, labour market requirements and other relevant factors
- To contribute to curriculum development and establishing a culture of continuous improvement and innovation
- To provide learners with regular reports of progress and offer clear guidance on how to improve performance to reach their potential
- To advise the Head of Department/budget holder on any required equipment and materials
- To maintain a current knowledge of the subject area, developments in further education and training, the regulations that apply to particular programmes and, where appropriate, industrial and commercial trends that may relate to education and training. To attend and take part in the College's half termly Quality Improvement (QI) days as part of this process.
- To Develop and maintain close links with employer/industry partners; creating project-based learning and industry placement opportunities and engaging with employers to co-design, develop, deliver and endorse the curriculum.
- To attend Course Team, Department and College meetings and external meetings appropriate to the post
- To represent the College on appropriate and agreed public occasions, such as recruitment events, and to promote the best interests of the institution by creating a positive impression of the College in the minds of potential clients
- To contribute to the marketing and promotion of courses in the Department

#### **GENERAL**

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
A Degree; or professional qualification; which is appropriate to the role/work or significant working experience	✓	
Extensive experience in the subject area taught	✓	
Relevant successful teaching experience and/or industry experience	✓	
Level 2 (equivalent) Qualification in Maths and English Language (or willingness to work towards)	✓	
A Teaching Qualification *		✓
Knowledge and experience of current teaching and learning strategies		✓
Competence in IT	✓	
Highly Motivated	✓	
Excellent Organisational Skills	✓	
Excellent Interpersonal Skills	✓	
Ability to work as part of a team	✓	
Excellent Communication Skills	✓	
Ability to work under pressure	✓	
Willingness to work to a flexible attendance pattern, including evenings	✓	
Setting and achieving high standards for yourself and your learners	✓	

***N.B.\*A Level 3 Award in Education and Training within the first year of appointment and a full teaching qualification must be achieved within 5 year***

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

**Diana Bird**  
**Principal**

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## Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

### OUR CORE VALUES

**Inspirational Culture of Collaboration and Partnership:** A team working closely with our stakeholders in a spirit of trust and integrity

**Aspiration, Professionalism and Achievement:** Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

**99% agreed with the statement: "I am happy with the teaching on my course"**

**Responsiveness:** Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

**Equality and Respect:** Celebrating the diversity and inclusion of our students and staff

**98% of students agreed with the statement: "I am happy with the College overall"**

