**Part Time Hourly Paid Lecturer in AAT**

**School/Service: Further Education**

**Hours: A range of hours are available with the potential for some evening work.** **Salary/Grade: Band B plus Market Premium reviewed annually**

**Responsible to: Programme Area Manager**

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**The Position**

As a part time hourly paid lecturer, you will assist in fostering a rich learning environment by teaching clearly structured lessons or sequences of work via courses delivered on a range of days and at different venues throughout the year. You will be committed to excellence, offering the very highest standards in teaching. You will also be expected to contribute towards course marketing.

The role will involve delivering effective teaching, learning and assessment at level 2, 3 and 4 to accounting learners, including commercial/funded adults and apprentices all studying Association of Accounting Technicians (AAT) qualifications as part of their programme. Where needed delivery will also include programmes within the wider centre.

**Main Duties and Responsibilities**

1. Teaching & Attendance as required by your contract
2. Setting, Marking & Recording of Students Work including Assessments as necessary
3. Maintenance of Class Registers, Work Programmes & Records in your area of work
4. Provision of Returns/Records for Internal and/or External Use in your area of work
5. Preparation of Reports & References for Students as necessary in your area of work
6. Participation in Course & Curriculum Development and Course Monitoring & Review as required
7. Attendance at Course Team Meetings as required
8. Undertaking of Staff Development Activities as necessary
9. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
10. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
11. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places students at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance students’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
12. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

**Author:** Programme Area Manager

**Date:** 4 November 2022