



# JOB DESCRIPTION

- Title:** AAT Lecturer
- Responsible to:** Vice Principal Academic
- Location:** Principal site: Huntingdon
- Responsible for:** Lecturing/Assessing on Business School courses

## **Responsibilities to include:**

1. Lecturing across Level 2,3 and 4 AAT Courses
2. Student recruitment/Careers Events/Liaison
3. Student/trainee safety/Health & Safety at Work
4. Information, Advice & Guidance

## **Detailed Tasks**

### **1 Lecturing across a range of courses including short courses**

- 1.1 Deliver an appropriate learning programme in line with Schemes of Work and in accordance with the Awarding Organisation guidance and Individual Learning Plans embedding basic skills and functional skills support.
- 1.2 Lecture using a variety of teaching and learning strategies demonstrating consideration of individual learner needs, interests, skills and aptitudes to enable achievement of their learning goals
- 1.3 Promote inclusive learning and group participation to encourage learner involvement in the negotiation of learning outcomes
- 1.4 Ensure that all learners learn in a safe environment free from oppression and discrimination
- 1.5 Develop and prepare a variety of learning resources relevant to the programme and the learner's needs
- 1.6 Upload all appropriate learning materials to the VLE (virtual learning environment) prior to lectures to provide adequate preparation time for all learners
- 1.7 To maintain appropriate records including those required by the examining/awarding body
- 1.8 Ensure accurate completion of academic registers
- 1.9 Carry out regular formative & summative assessment in line with organisation and Awarding Organisation requirements ensuring learners are aware of and involved in assessing their progress and the achievement of their learning goals



- 1.10 Provide regular detailed feedback to learners and their employers regarding progression and achievement
- 1.11 Conduct learner reviews in line with College expectations to monitor progression, provide support & guidance. Report unusual findings or concerns to the Line Manager and others as appropriate
- 1.12 Develop strategies with learners to improve retention, achievement and agree targets with the manager
- 1.13 Monitor learner attendance/punctuality and act in accordance with Academic Quality Handbook when necessary
- 1.14 Undertake the administrative duties required to evidence teaching and learning as outlined in the Academic Quality Handbook
- 1.15 Attend team meetings
- 1.16 Attend academic meetings at the request of line manager
- 1.17 Provide support and guidance for timely completion of award
- 1.18 Attendance at Student Awards Ceremony

## **2. Student Recruitment/Careers Events/Liaison**

- 2.1 To promote all courses and assessment opportunities to employers and learners
- 2.2 To participate in the marketing of all course provision at career conventions, open days, exhibitions and conferences
- 2.3 To maintain and enhance existing links with the College of Animal Welfare
- 2.4 To foster and develop collaborative links with other relative associations
- 2.5 To foster and develop links with employers

## **3. Student/Trainee Safety/H&S at Work**

- 3.1 To comply with the Health & Safety at Work Act.
- 3.2 To comply with The College of Animal Welfare Health & Safety Regulations.
- 3.3 To ensure that student safety is considered at all times.
- 3.4 To participate in maintaining awareness of Health & Safety at the College and in the workplace
- 3.5 Draw to the attention of the line manager any issues of Health & Safety and to comply with the Health & Safety procedures required

## **4. Information, Advice & Guidance**

- 4.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work
- 4.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance
- 4.3 Actively promote high quality information, advice and guidance
- 4.4 Listen to what clients of our service say about our provision and continually improve our delivery

## **Equal Opportunities**

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities: appointments are open to members of the community on an equal basis.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> <li>• Teaching qualification relevant to the teaching of adults or a commitment to undertake an appropriate initial teaching qualification to be achieved within 12 months of appointment (i.e. PTLLS).</li> <li>• A Level 4 subject specific qualification or relevant experience to demonstrate knowledge to at least Level 4 in Accounts.</li> <li>• Level 2 qualification in English and Maths, e.g. Key Skills or Functional Skills</li> <li>• Willing to undertake essential CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Sight of qualifications documents</li> <li>• Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Professional Registration must be up to date and a copy provided to Human Resources on annual renewal.</li> <li>• Understanding of quality improvement strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of adult learning and how adult learners might be motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>
Knowledge and Ability	<ul style="list-style-type: none"> <li>• Up to date knowledge within the curriculum/ subject area.</li> <li>• Understanding of syllabus and assessment requirements for the course, especially where this is externally accredited</li> <li>• Ability to communicate easily with students, employers, staff and others</li> <li>• Ability to use technology within the classroom and in the preparation of materials</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to promote an inclusive learning environment free from discrimination or oppression</li> <li>• Ability to manage the learning process by planning, monitoring and reviewing</li> <li>• Ability to access learner progress and to give constructive feedback</li> <li>• Ability to understand and implement quality</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>

Attributes	Essential	Desirable	How Identified
Attitude/Disposition	<ul style="list-style-type: none"> <li>• A self-evaluative approach to teaching and learning to develop quality provision.</li> <li>• An understanding and commitment to promoting equality of opportunity</li> <li>• An understanding and commitment to promoting 'safeguarding' of all students</li> <li>• To meet professional vocational and teaching CPD requirements</li> <li>• DBS – all staff are required to complete a Disclosure &amp; Barring Service application in line with College procedures</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to lifelong learning and the understanding of its potential impact.</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>

### Competencies

- A minimum of 21 hours teaching per week for full time lecturers
- Attend all team meetings
- Participate in the recruitment, training and assessment of all students
- Respond to emails, evaluations, requests for information and SAR requests within 3 working days.

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