

Job Description

Job Title:	Lecturer in Accounting and Finance
Responsible to:	Acting Head of Accounting, Finance and Sustainability
Functional Liaison with:	Course Directors, Course Teams, Staff both within and outside the School as required
Main Purpose:	To teach on a range of programmes in Accounting and Finance. To contribute to the continuing development of courses and administration within the department.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Teach and assess on a range of FE Accounting and Finance programmes as required by the Head of Department.
- Prepare and deliver teaching of whole or parts of taught units in Accounting and Finance: this will include preparation of teaching material; delivery of lectures, seminars, tutorials, and group work (as appropriate to department/discipline); assessment and marking of mock assessments.
- Participate in the development of existing and new course programmes and to assume responsibility for areas of work as appropriate.
- Participate in School and Course Team meetings, curriculum planning and materials development as appropriate.
- Assist with marketing and publicity of all courses within the School as required
- Attend parent, career, employer and other evenings as appropriate
- Liaise with schools, moderators, assessors, external verifiers, awarding bodies and professional industrial bodies as appropriate.
- Liaise with internal and/or external verifiers as appropriate
- Participate in College, Faculty and School initiatives, to ensure updating of skills in line with personal and professional development.
- Carry out general duties attached to the post on the College premises.
- Teach at any of the College's learning centres.
- Undertake any other duties commensurate with the grade as directed by the Head of Department
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	• GCSE Maths • AAT Level 4 or above	• A degree in Accounting or Business Studies or an equivalent relevant professional qualification. • Possession of a Certificate in Education, PGCE or other higher teaching qualification would be advantageous.	I,A,
Knowledge and Skills	• Excellent written and verbal communication skills including presentation skills • Excellent interpersonal skills, communication style and team working	• Up to date knowledge of content and methods of teaching and/or supporting learning including the value and use of learning technologies	A,I,P
Experience	• Sound knowledge of general business studies and accountancy • Knowledge of accountancy and enterprise • Experience of working with young people.		A, I,
Personal Qualities	• Organised. • Adaptable. • Commitment to excellence in teaching and to providing the highest quality experience for students • Commitment to working within professional and ethical codes of conduct		A, I,
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. 52 days holiday, plus bank holidays
2. New appointments to the College are subject to a twelve-month probationary period.
3. Contributory pension: Teachers Pension TPA
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.

Lecturing Pay Scales

To progress onto our Experienced Teacher Scale, you must hold a Level 5 teaching qualification or an equivalent. This ensures you have the advanced knowledge and skills required to excel in the role, support student learning effectively, and contribute to the continuous development of our educational standards. Exceptions to this requirement will be reviewed on a case-by-case basis, considering experience, expertise, and individual circumstances.

Scale	Salary Bandings		Scale Points
Early Career	£28,443		1
Teacher	£29,577		2
	£30,726		3
Experienced Teacher		£33,267	4
		£35,484	5
		£37,320	6
		£39,396	7
		£40,350	8

Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.