



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	University Centre Leeds
Core Job Role:	Lecturer
Job Title:	AAT Lecturer
Reports to:	Programme Manager
Grade	SO1
Date of compilation:	November 2023

ROLE SUMMARY:

We are seeking a dedicated and experienced AAT (Association of Accounting Technicians) Lecturer to join our academic team. The successful candidate will be responsible for delivering high-quality education and training to students at Levels 1, 2, and 3 of the AAT qualification, both through face-to-face and online instruction. This role involves facilitating the learning and development of students, ensuring they have the necessary knowledge and skills to succeed in their AAT examinations and future careers.

CORE RESPONSIBILITIES:

1. Plan, prepare and develop schemes of work, session plans, teaching and learning resources, learning and assessment plans.
2. Deliver and assess essential knowledge and understanding to learners.
3. Create individual SMART learning targets linked to learner study programme/course.
4. Be responsible for recording student progress
5. Maintain and update knowledge of the subject and / or vocational area
6. Maintain and update knowledge of educational research to develop evidence- based practice
7. Motivate and inspire students to achieve targets and develop their skills to enable progression.
8. Reflect on what works best in teaching and learning to meet the diverse needs of students
9. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology.

10. Deliver inspiring sessions across the curriculum using a wide range of teaching methods for identified units.
11. Develop and employ effective assessment activities for identified units.
12. Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified units.
13. Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules.
14. Apply theoretical understanding of effective practice in teaching, learning and assessment, drawing on research and other evidence.
15. Consider and employ the most effective delivery methods, including blended learning and technology-enhanced learning
16. Carry out internal verification duties in line with quality assurance processes.
17. Undertake review processes to develop and improve identified course(s).
18. Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts.
19. Develop and strengthen relationships with learners and provide support to ensure successful outcomes.
20. Contribute to the marketing of courses, learner IAG and enrolment processes.
21. Participate in student recruitment activities, including interviews and open evenings.
22. Maintain and actively engage in quality and professional standards.
23. Ensure that effective Induction programmes are delivered for learners.

SPECIFIC ROLE RESPONSIBILITIES:

1. Plan, prepare, and deliver engaging and effective lessons, materials, and formative assessments for AAT Levels 1, 2, and 3, ensuring coverage of all relevant topics and syllabus requirements.
2. Adapt teaching methods and materials to suit both face-to-face and online instruction, utilising innovative teaching technologies and strategies.
3. Foster a supportive and inclusive learning environment that encourages student participation and active engagement.
4. Provide individualised support and feedback to students, tracking their progress and offering additional assistance where needed with the assistance of the Student Support team.
5. Deliver and assess essential knowledge and understanding to learners.
6. Stay updated with AAT curriculum changes and industry trends to ensure the program's relevance and effectiveness.
7. Collaborate with colleagues to contribute to the development of curriculum materials, resources, and program improvements.
8. Maintain accurate records of student attendance, grades, and performance.
9. Continuously enhance your own professional knowledge and skills in accounting and teaching methodologies.

10. Attend relevant training and development programs to stay current in the field.
11. Offer guidance and support to students in their AAT program, including career counselling and advice on further studies and opportunities.
12. Ensure compliance with all relevant academic and institutional policies.
13. Promote and maintain high standards of academic integrity and ethics among students.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	AAT Lecturer
Department	Law, Leadership & Business

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant first degree or equivalent in teaching subject	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above	A / I / C
E	Q4. Relevant up to date subject knowledge and/or recent delivery in the Further Education or professional sector.	A / I / P
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify	A / I / MT

	here) which demonstrates active learning and differentiated teaching styles.	
E	EK2. Experience of positively managing student progression, advice and guidance in a Professional or Further Education setting	A / I
E	EK3. Experience of setting appropriate SMART targets to ensure progression and retention of learners	A / I / T
E	EK4. Knowledge of current teaching practices and experience of utilising a range of teaching practices to enhance learner journey and progression	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified units	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs	A / I / MT
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	A / I / T
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I

E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I