Job Description & Person Specification

Title of Post:	AAT Lecturer
RESPONSIBLE TO:	Curriculum Manager for A Levels, Business & Science
GRADE:	Lecturer scale, Spine points 27 – 35
LOCATION:	Paddington Green

JOB SUMMARY

To deliver high-quality teaching, learning, and assessment to students enrolled in AAT courses from L1 to L3. The role includes preparing learners for academic success and career readiness, in alignment with national standards and college quality expectations.

The successful candidate will become part of a well-established, high-performing team; therefore, strong collaboration skills and the ability to contribute effectively within a team-oriented environment are essential.

Key Responsibilities:

Teaching & Learning:

- Plan, deliver and assess engaging lessons in accordance with awarding body for various AAT units at L1, L2 and L3.
- Use a range of teaching strategies to support differentiated learning needs and ensure inclusive practices.
- Develop and adapt schemes of work and lesson plans to meet curriculum and student requirements.
- Integrate digital learning tools and platforms to enhance learner engagement and progress.

Assessment & Quality Assurance:

- Conduct formative and summative assessments in line with awarding body criteria.
- Act as an assessor and internal verifier (if qualified) ensuring timely and accurate feedback, grading, and reporting.
- Maintain accurate student records including progress tracking, attendance, and assessment outcomes.

Pastoral and Academic Support:

- Act as a personal tutor, providing guidance, academic support, and pastoral care to a designated group of learners.

- Monitor individual learning plans and support learners in achieving their personal and academic goals.

Professional Development and Compliance:

- Maintain up-to-date knowledge of subject area, education policy, and vocational standards.
- Engage in continuous professional development (CPD) as required by the college and awarding bodies.
- Ensure compliance with college policies on safeguarding, equality and diversity, and health and safety.

PERSON SPECIFICATION: AAT Lecturer

The successful candidate will be selected against the following criteria:

Essential:

1. Proven teaching experience in FE colleges.
2. In-depth knowledge of AAT curriculum with proven success in exam results for AAT.
3. Strong IT skills with experience using digital platforms for learning and assessment.
4. Excellent communication, organisational, and interpersonal skills.

Desirable:

5. A recognised teaching qualification (PGCE, CertEd, DTLLS, or equivalent).
6. Internal Verifier qualification (e.g., IQA).
7. Recent industry experience in Business/Accounting sectors.
8. Experience supporting students in work placements or employer engagement.

An Enhanced Disclosure will be requested of the successful candidate

Disabled candidates meeting the essential criteria are guaranteed an interview

Note to applicants: You should ensure that your supporting statement (Section 7 of the application form) addresses each of the points contained in the person specification in turn.

ANNEX I:
PROFESSIONAL STANDARDS FOR TEACHERS AND TRAINERS IN EDUCATION AND TRAINING

A. PROFESSIONAL VALUES AND ATTRIBUTES

Develop your own judgment of what works and does not work in your teaching and training.

- Reflect on what works best in your teaching and learning to meet the diverse needs of learners.
- Evaluate and challenge your practice, values and beliefs.
- Inspire, motivate and raise aspirations of learners through your enthusiasm and knowledge.
- Be creative and innovative in selecting and adapting strategies to help learners to learn.
- Value and promote social and cultural diversity, equality of opportunity and inclusion.
- Build positive and collaborative relationships with colleagues and learners.

B. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Develop deep and critically informed knowledge and understanding in theory and practice.

- Maintain and update knowledge of your subject and/or vocational area.
- Maintain and update your knowledge of educational research to develop evidence-based practice.
- Apply theoretical understanding of effective practice in teaching, learning and assessment, and drawing on research and other evidence.
- Evaluate your practice with others and assess its impact on learning.
- Manage and promote positive learner behaviour.
- Understand the teaching and professional role and your responsibilities.

C. PROFESSIONAL SKILLS

Develop your expertise and skills to ensure the best outcomes for learners.

- Motivate and inspire learners to promote achievement and develop their skills to enable progression.
- Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment.
- Promote the benefits of technology and support learners in its use.
- Address the mathematics and English needs of learners and work creatively to overcome individual barriers to learning.
- Enable learners to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
- Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement.
- Maintain and update your teaching and training expertise and vocational skills through collaboration with employers.
- Contribute to organisational development and quality improvement through collaboration with others.