

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Lecturer in Business Studies (Accounting & Finance)
Post Holder	
Accountable To	Curriculum and Learning Manager Business, Events and Tourism
Responsible For	Providing learning, teaching and assessment in line with pre-agreed timetables
Department	Business, Events and Tourism

Overall Purpose of Job
To provide effective learning, teaching and assessment as agreed with the Curriculum and Learning Manager

Main Duties and Responsibilities
CORE KEY ACCOUNTABILITIES:
1 Formally structured teaching to agree target detailed on the timetable using a range of appropriate learning and teaching methods.
2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.
3 Effective assessment of learning and teaching, student tutorials/projects, etc.
4 To maintain accurate records relating to student attendance and achievement.
5 To carry out assessments in line with awarding body standards and provide formal feedback to students.
6 To comply with all College Policies and Procedures.
7 To provide curricular guidance and first line discipline to students as required.
8 To maintain professional teaching standards and vocational qualifications.
9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.
10 To participate in Faculty and other College meetings as required.

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You may also be required to:

- 1 Undertake duties as an Internal Verifier in line with College Policy and Procedures in an area of occupational competency.
- 2 To undertake the duties of a Course Tutor.
- 3 To support the work of the curricular area in terms of recruitment, marketing and resourcing as required.

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

**PERSON SPECIFICATION
BUSINESS LECTURER**

QUALIFICATIONS		Essential or Desirable
TQFE		D
PDA Learning & Teaching		D
Accounting qualifications (SCQF 9 or above)		E

KNOWLEDGE		Essential or Desirable
Accounting or financial services practice and knowledge in its application to vocational subject areas		E

EXPERIENCE		Essential or Desirable
Some experience in teaching, learning and assessment of financial/ accounting practice related subject areas		D
Experience of working in accounting/ financial sector		E

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Presentation skills		E
Excellent communication skills – both individual and group		E
Negotiating and influencing skills		E

OTHER ABILITIES/QUALITIES		Essential or Desirable
Good time management & organisational skills		E
Ability to support learners with differing needs within a classroom/ on line setting		E
Effective ICT and communication skills		E
Ability to work flexibly and effectively respond to changes		E
Ability to work effectively with a range of individuals with varying levels of knowledge and understanding of the subject areas		E