

# **BORDERS COLLEGE**

## JOB DESCRIPTION

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

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

<b>Main Duties and Responsibilities</b>
<p><b>CORE KEY ACCOUNTABILITIES:</b></p> <ol style="list-style-type: none"> <li>1 Formally structured teaching to agree target detailed on the timetable using a range of appropriate learning and teaching methods.</li> <li>2 To develop, review, maintain and update learning and teaching materials including lesson plans, handouts, presentations and formative assessment.</li> <li>3 Effective assessment of learning and teaching, student tutorials/projects, etc.</li> <li>4 To maintain accurate records relating to student attendance and achievement.</li> <li>5 To carry out assessments in line with awarding body standards and provide formal feedback to students.</li> <li>6 To comply with all College Policies and Procedures.</li> <li>7 To provide curricular guidance and first line discipline to students as required.</li> <li>8 To maintain professional teaching standards and vocational qualifications.</li> <li>9 To attend agreed professional/staff development and to participate in the Individual Staff Review process.</li> <li>10 To participate in Faculty and other College meetings as required.</li> </ol>

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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

### Accounting, Finance & Management LECTURER

QUALIFICATIONS	Essential or Desirable
TQFE	D
PDA Learning & Teaching	D
SCQF LEVEL 9 in business or accounting related discipline	E

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

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