



**BRISTOL**  
INTERNATIONAL COLLEGE  
**ONLINE**



**UNIVERSITY  
OF LONDON**  
RECOGNISED  
TEACHING CENTRE

**Job Description:**  
**TEACHER OF ACCOUNTING AND FINANCE**

## Job Description: TEACHER OF ACCOUNTING AND FINANCE

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<b>Job Title:</b>	Teacher of Accounting and Finance
<b>Hours:</b>	Up to full time
<b>Salary:</b>	Commensurate with experience and scope of role
<b>Reporting to:</b>	Principal & Management Team
<b>Date of Issue:</b>	June 2020

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**This post requires the post holder to teach an overview of key business concepts and their applications to real world situations, including:**

- Introduction to financial reporting
  - Preparation of financial accounts
  - Financial accounting issues such as liabilities and equity
  - Interpretation of financial accounts
  - Management accounting and finance
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**Due to the online nature of the teaching methods we are looking for teachers with the following attributes:**

- A desire to develop teaching skills and keep abreast of current & developing techniques
- A flexible, responsive approach
- The proficiency to acquire new technological methods, constantly striving to improve on current techniques
- The ability to give and receive ideas on delivery and feedback
- The desire to make continual adjustment to teaching methods and to self-evaluation in order to ensure that the course meets students' needs
- The willingness to work flexibly in terms of the timetabling of lessons, taking into account

the time zones and working styles of students across the globe

- The aptitude to effectively and regularly monitor student progress, identifying and resolving issues as they occur
- The discipline to ensure that deadlines for setting, marking and returning assessments are strictly met

This will be a permanent, up to full-time post, to start in August 2020. It is an excellent opportunity for a teacher with enthusiasm and drive who wishes to work in a strongly academic institution and who is committed to inspirational, student-centred teaching in order to meet the needs of each individual student. There are also opportunities to combine an online teaching role with a tutoring role, guiding a small group of students in their studies and university applications. The post holder will be a part of a successful and experienced team with a strong track record in education and business.

Applications are welcomed from well-qualified graduates with experience in post-16 teaching, tertiary or general FE colleges, in maintained or independent schools. The College is fully committed to supporting all members of staff through staff development and in-service training. Experience of teaching international students for whom English is not their first language would be an advantage.

	<b>ESSENTIAL</b>	<b>Desirable (but not essential)</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree and Qualified Teacher Status (QTS)</li> <li>• Evidence of recent professional learning in relation to this role</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in gaining further relevant qualifications</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• A wide repertoire of teaching styles that facilitate the learning of students through high levels of engagement and motivation</li> <li>• ICT literate</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent interpersonal skills including listening, negotiation, persuasion and direction</li> <li>• Excellent team working skills</li> <li>• Ability to implement change and keep up with curriculum developments</li> </ul>	<ul style="list-style-type: none"> <li>• Use of online technologies to teach others previously</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Confidence, energy and enthusiasm for teaching one's subject</li> <li>• Stamina, determination, drive and ambition</li> <li>• Ability to meet deadlines and work under pressure</li> </ul>	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

**Bristol International College** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Potential applicants should be aware that all successful applicants will need to agree to an enhanced DBS check. Bristol International College follows the DBS Code of Practice which is available from the DBS website.

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## **Employment Checks**

The appointment is subject to Bristol International College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974.

Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.

A conviction will not necessarily be a bar to employment at Bristol International College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

