

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

LC1384P: Instructor/Assessor – Accounting

SALARY

£27,617- £29,409 pro rata per annum

GRADE

LC Support Scale 6

HOURS

14.8

REPORTING TO

Curriculum Lead – Service Sector Apprenticeship & Work-Based Learning

DEPARTMENT

Apprenticeships

LOCATION

Lincoln

BE READY...

Job Purpose:

To assess and deliver vocational skills and underpinning knowledge to learners undertaking Accounting Apprenticeships and Qualifications within a work-based and classroom-based learning environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Follow the administrative and assessment procedures as required by the College and awarding organisations.
2. Instruct and assess accounting qualifications from level 2 to level 4, including assessing competence against national occupational standards for all related qualifications, (primarily within a working environment normally in the learner's workplace) and provide robust feedback, demonstrating clear understanding of minimum requirements for competence.
3. Deliver and assess relevant underpinning knowledge sessions and support learners in the provision of evidence to meet the requirements of all related qualifications.
4. Deliver initial advice, guidance and induction as determined by Lincoln College and awarding organisations.
5. Provide guidance and support to assist learners to produce e-portfolios for Apprenticeships, functional skills and other related qualifications.
6. Maximise success rates and support positive destinations by maintaining regular contact with learners, their employers (where appropriate) and the course team.
7. Liaise professionally with customers, assessors, internal quality assurers, external quality assurers, College staff and other related professionals.
8. Provide a level of service as necessitated in a business and customer service environment which may require flexibility to work unsociable hours.
9. Maintain professional standards and undertake relevant professional development in order to assure ongoing compliance with relevant awarding organisation qualification criteria.
10. Contribute to maintenance and development of both tuition and programme management materials relevant to the areas of delivery.
11. Attend and contribute effectively to relevant course team, standardisation and full team meetings to maintain and update own knowledge and skills.
12. Participate in marketing activities relating to the role.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain quality standards, appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
18. Participate in any cross- College working groups that may be established.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Occupationally competent and qualified in Accounting to a minimum of Level 4.	A
2	Level 3 Certificate in Assessing Vocational Achievement (or willingness to work towards).	A
3	Level 3 Award in Education and Training/Equivalent (or willingness to work towards).	A
4	Knowledge of apprenticeships, industry and training requirements.	A/I

	Skills/Abilities – Interpersonal	PSM
5	Good communication (oral and written) and negotiation skills.	A/I
6	Ability to work with and provide services and feedback for a range of people i.e. learners, employers, tutors, parents, careers staff.	A/I/T
7	Ability to carry out promotional activities and client liaison.	A/I
8	Ability to give guidance and support to young people.	A/I
9	Ability to work in a team.	A/I
10	Ability to work in a non-discriminatory manner.	A/I

	Experience	PSM
11	Experience of working with young people, particularly in Apprenticeship training.	A/I
12	Experience of working in Accounting settings.	A/I
13	Experience and ability of organising and dealing with administration associated with training programmes.	A/I

	Work Related Circumstances	PSM
14	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
15	Ability to drive and hold a current driving licence as this role entails a large amount of travel to rural locations across a large geographical area.	A/I
16	Ability and willingness to work flexibly – as necessary to the job.	A/I

	Skills/Abilities - Other	PSM
17	Appropriate computer literacy to undertake duties e.g. PowerPoint, Email, and Internet.	A/I
18	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
19	Ability to actively promote equality, diversity and inclusion across all aspects of Accounting delivery.	A/I

Prepared By:	Curriculum Lead – Service Sector Apprenticeships and Work Based Learning
Date:	June 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

