



Coventry City Council

Job Description

Job Title:	Adult Education Lecturer Level 2	Job Number:	
Service:	Adult Education	Grade:	LL2Q-LL2(QTLS)
Location:	Various across the city of Coventry		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To develop and co-ordinate the maths programme at venues across the city.

Main Duties and Responsibilities:

Teaching and associated classroom duties ('contact' time)

- Teach using a variety of relevant methods and approaches to enable and support learning.
- Assess and support learners on placement, if required
- Monitor, evaluate and review the programme with learners
- Provide on course and exit advice and guidance
- Negotiate a learning programme with learners
- Arrive punctually ensuring that the learning environment is appropriate

Teaching related duties ('non contact' time)

- Undertake all necessary preparation activities relating to the learning programme
- Design and write courses and programmes and seek accreditation where appropriate
- Provide the content for a written course information sheet and a scheme of work prior to the enrolment period
- Oversee and facilitate the recruitment and initial assessment of learners
- Undertake enrolment duties in order to provide information and advice to learners

- Attend induction, and other meetings as required
- Undertake the necessary administrative tasks relating to the programme.
- Maintain course files and appropriate learner records
- Assess learners' work and progress.
- Contribute to measures to improve the recruitment, retention and progression of learners
- Keep up to date with developments in maths teaching

Policies and procedures

- Comply with Health and Safety requirements and report any concerns
- Work within and promote the city council's policies and procedures at all times
- Work within the city council's safeguarding policies and report any concerns
- Work within the Quality strategy of the Adult Education Service
- Work within the Staff Development Plans of the Adult Education Service
- Be accountable and responsible for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy

Additional duties for Programme Managers ('non contact')

- Recruit and Line manage maths tutors and their in-service training
 - Be responsible for establishing, maintaining and developing maths programmes
 - Contribute to the work of the Essential Skills curriculum group
 - Liaise with partners and key agencies and represent the service at strategic groups and forums relating to maths
 - Undertake the role of venue manager for a generic adult education programme
 - Contribute to the development of quality maths resources and monitor the use of resources.
 - Contribute to the writing of plans and reports in this curriculum area and the service.
 - Contribute to maths programme planning
 - Implement equality and diversity strategies in all aspects of the role
 - Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated: April 2022



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Person Specification

Job Title:	Adult Education Lecturer Level 2	Job Number:	
Service:	Adult Education	Grade:	LL2Q-LL2(QTLS)
Location:	City wide		

Area	Description
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Knowledge:	Understanding of current maths curriculum practice and issues
	Knowledge of the range of qualifications for maths learners, including Maths GCSE
	Understanding of the barriers to educational achievement and how they can be overcome
	Understanding of adult learning
	Understanding of how opportunities are restricted by inequality of treatment relating to gender, race, class, disability and sexual orientation

Skills and Abilities:	Ability to work effectively with adults to value their experience and assist them in achieving maths qualifications
	Ability to teach effectively and use group work skills
	Ability to develop and manage innovative learning programmes in a range of settings
	Ability to analyse need in order to contribute to programme development
	Ability to undertake outreach work to widen participation
	Ability to develop programmes that promote equality and diversity
	Ability to recruit, manage and co-ordinate staff both paid and voluntary
	Ability to deliver staff development programmes
	Ability to liaise and create effective relationships with colleagues, voluntary groups and other agencies
	Ability to work as part of a team and independently
	Ability to manage venues
	Ability to communicate effectively and accurately both verbally and in writing, including formulating written proposals, plans and reports
	Able to work up to 2 evenings a week and occasional weekends
	Ability and willingness to travel regularly to a range of venues across the city where programmes take place
	Ability to work flexible hours



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	Ability to adapt to change and undertake appropriate training
Experience:	Substantial experience in delivering maths to adults
	Experience in planning and managing maths programmes
	Experience in developing and implementing practice designed to promote equality and diversity
	Experience in using e-learning
	Experience in delivering maths qualifications, including recent knowledge of maths GCSE
Educational:	Teaching Qualification at Level 4 or 5 e.g. Cert Ed, PGCE, DTTLs,
	Relevant Maths Qualification at Level 3
	Level 2 English is required
Special Requirements:	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed:

Updated: April 2022