

Job Description and Person Specification

Job Title Facilitator

| Job Details | |
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| Grade | 4 |
| Service | Skills, Employment & Adult Education Service |
| Location | Various across the city |
| Job Evaluation Code | A6210 |

| Coventry City Council Values |
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| <p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p> |

| Job Purpose |
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| <p>To facilitate educational activities and support adult learners in community settings, ensuring an engaging and supportive learning environment. See advert for details of curriculum areas required.</p> |

| Key Responsibilities and Accountabilities |
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| <ul style="list-style-type: none"> Facilitating learning activities using a variety of methods and approaches to support adult learners. |
| <ul style="list-style-type: none"> Assisting in the planning and preparation of learning sessions |
| <ul style="list-style-type: none"> Supporting learners in their educational journey, providing guidance and encouragement |
| <ul style="list-style-type: none"> Monitoring and review learner progress, providing feedback and support as needed |
| <ul style="list-style-type: none"> Ensuring the learning environment is welcoming and conducive to learning |
| <ul style="list-style-type: none"> Assisting in the preparation of learning materials and resources. |
| <ul style="list-style-type: none"> Supporting the implementation of individual learning plans. |
| <ul style="list-style-type: none"> Providing on-course and exit advice and guidance to learners. |
| <ul style="list-style-type: none"> Attending and contribute to team meetings and training sessions. |
| <ul style="list-style-type: none"> Undertaking necessary administrative tasks related to the learning activities. |
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| Key Relationships | | | |
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| External: | West Midlands Combined authority (WMCA) Skills England Ofsted Department for Work & Pensions | Internal: | Adult Education – Curriculum delivery teams Job Shop Regeneration and Economy Directorate Marketing & Communications |

| Standard Information |
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Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

n/a

Person Specification

Requirements

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| Knowledge | Understanding of subject area including current curriculum practice and issues |
| Knowledge | Understanding of barriers faced by adults to educational achievement and how they can be overcome |
| Knowledge | Understanding of adult and community learning and the difference it can make to people's lives |
| Skills And Ability | Assessing the learning needs of individuals and groups |
| Skills And Ability | Planning and developing learning materials |
| Skills And Ability | Maintaining records and completing relevant administrative procedures |
| Skills And Ability | Monitoring and evaluating learners' progress and to assess achievement |
| Skills And Ability | Adapting to different work environments |
| Skills And Ability | Willing to engage with CPD activities and work towards relevant qualifications in adult education |
| Skills And Ability | Promoting equity, diversity and inclusion in all aspects of work |
| Skills And Ability | Understanding of safeguarding policies and procedures in relation to safeguarding children and vulnerable adults |
| Experience | Support or facilitation role within an educational or community setting. |

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| Experience | Developing the use of a range of ICT and multi-media resources |
| Experience | Teaching or tutoring, even if informal or voluntary. |
| Qualification | English and maths at Level 2 |
| Qualification | Relevant subject specific qualifications relevant to subject/programme area |
| Special Requirements | <ul style="list-style-type: none"> • Occasional evening and weekend working • 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). |

| Declaration | | | |
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| Reviewed/Created By: | Howard Croft | | |
| Job Title: | Senior Curriculum & Operations Manager | Date: | 30/07/2025 |