

Job Description and Person Specification



Job Description

Job Title	Programme Manager – Multiply (Lecturer Level 2)
Grade	Lecturer Level 2 LL2Q spinal point 10-14 (with QTLS spinal point 15-16)
Service	Adult Education Service
Reports to	Level 3 Manager/Curriculum Manager
Location	Citywide
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

To lead on the delivery, monitoring and reporting of Coventry City Council's Multiply project within the Employment, Skills and Adult Education Service. This role is to support knowledge, confidence and skills in financial literacy among adults within community settings. The funding allocation is via the West Midlands Combined Authority (WMCA) as part of central government investment in a Multiply Fund to improve numeracy skills among the adult population. The role will focus on employer/learner engagement, curriculum development, line management, marketing activities and quality assurance to meet outputs and outcomes outlined in the WMCA's Multiply Investment Plan.

Main Duties & Key Accountabilities

Core Knowledge

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 the subject area.

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 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 tutors and support their in-service training.
- Be responsible for establishing, maintaining and developing specified programmes.
- Contribute to the work of the curriculum group.
- Liaise with partners and key agencies and represent the service at strategic groups and forums relating to the subject area.
- Undertake the role of venue manager for a generic adult education programme.
- Contribute to the development of quality subject resources and monitor the use of resources.
- Contribute to the writing of plans and reports in this curriculum area and the service.
- Contribute to the subject 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.

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.

Key relationships

External Voluntary and Community Sector organisations Community based organisations Employers	Internal All departments within Coventry City Council
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Standard information

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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

Adult Education Lecturer
Level 1

Administration staff who are
part of Multiply Team

Person specification

Job Evaluation Code	
Knowledge	
Understanding of current maths curriculum practice and issues	
Knowledge of the range of qualifications for maths learners	
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	
Understanding of impact of low numeracy skills on lives of individuals.	
Understanding of Government funded initiative Multiply.	
Understanding of Project Management and community development work.	
Understanding of needs and interests of adult learners engaging in life-long learning and the delivery of high-quality education for adults	
Knowledge of financial literacy including personal financial management and budgeting using appropriate maths skills.	
Understanding of all aspects of Teaching, Learning and Assessment.	
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 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
Ability to adapt to change and undertake appropriate training
Qualifications
Teaching Qualification at Level 4 or 5 e.g. Cert Ed, PGCE, DTTLs
Relevant Maths or English/ESOL Qualification at Level 3
A literacy/English qualification at level 2.
Special Requirements
Substantial experience in delivering Essential Skills to adults
Experience in planning and managing essential skills, in particular maths, programmes
Experience in developing and implementing practice designed to promote equality and diversity
Experience in using e-learning
Knowledge of financial literacy including personal financial management and budgeting using appropriate maths skills.
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Created	24/01/2023	Date Reviewed	23/01/2024
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