

# Job Description and Person Specification



# Job Description

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| <b>Job Title</b>           | Adult Education Lecturer – Study Programme |
| <b>Grade</b>               | LL1QTLS                                    |
| <b>Service</b>             | Adult Education Service                    |
| <b>Reports to</b>          | Tammy Sheldon                              |
| <b>Location</b>            | Southfields Old School                     |
| <b>Job Evaluation Code</b> |                                            |



# 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

To deliver learning opportunities to young people and adults in specified curriculum areas in one or more community-based venues/employer's premises within the city.

## 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 students on placement, if required.
- Monitor, evaluate and review the programme with students.
- Provide on course and exit advice and guidance.
- Negotiate a learning route with students and where appropriate initiate learning agreements.
- Arrive punctually ensuring that the learning environment is appropriate.

Teaching related duties ('non contact' time)

- 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.
- Undertake enrolment duties in order to provide information and advice to students.
- Attend induction, pre-term meetings and staff meetings as required.
- Undertake the necessary administrative tasks relating to the course or programme. Maintain course files and appropriate student records.
- Assess students' work and progress and provide a tutor's report at the end of the programme.
- Contribute to measures to improving the recruitment, retention and progression of students.
- Keep up to date with developments in the subject area and in adult learning generally.
- Undertake all necessary preparation activities relating to the learning programme.
- Prepare appropriate resources for individual and group learning activities.

Any other duties and responsibilities within the range of the salary grade.

## Policies and procedures

- Comply with Health and Safety requirements and report any concerns to line management.
- 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.
- To 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.
- Any other duties and responsibilities within the range of the salary grade

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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                                                                                                                          | Internal                             |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| SEND Team<br>Prospects<br>Job Shop<br>Programme Management Team<br>Schools, Colleges and Training Providers<br>Through Care - LAC | Adult Education Staff<br>Job Coaches |

## **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:**

**N/A**

**Staff managed by postholder:**

## Person specification

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| <b>Job Evaluation Code</b>                                                                                                                                                                     |  |
| <b>Knowledge</b>                                                                                                                                                                               |  |
| <ul style="list-style-type: none"> <li>• Understanding of barriers to educational achievement and how they can be overcome</li> </ul>                                                          |  |
| <ul style="list-style-type: none"> <li>• Understanding of how young people and adults learn</li> </ul>                                                                                         |  |
| <ul style="list-style-type: none"> <li>• Up to date knowledge of subject area, including current curriculum practice and issues</li> </ul>                                                     |  |
| <b>Skills and Abilities</b>                                                                                                                                                                    |  |
| <ul style="list-style-type: none"> <li>• Good interpersonal skills in relation to adult learners, young people and colleagues</li> </ul>                                                       |  |
| <ul style="list-style-type: none"> <li>• Ability to plan and develop learning materials</li> </ul>                                                                                             |  |
| <ul style="list-style-type: none"> <li>• Ability to plan and prepare sessions/schemes of work</li> </ul>                                                                                       |  |
| <ul style="list-style-type: none"> <li>• Ability to assess the learning needs of individuals and groups and to develop and deliver flexible learning programmes to meet those needs</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Ability to use a range of teaching methods appropriately</li> </ul>                                                                                   |  |
| <ul style="list-style-type: none"> <li>• Ability to carry out accreditation and assessment procedures</li> </ul>                                                                               |  |
| <ul style="list-style-type: none"> <li>• Adhere to marking and IQA timescales to ensure prompt feedback to learners</li> </ul>                                                                 |  |
| <ul style="list-style-type: none"> <li>• Ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes</li> </ul>                                     |  |
| <ul style="list-style-type: none"> <li>• Ability to manage time and meet deadlines</li> </ul>                                                                                                  |  |
| <ul style="list-style-type: none"> <li>• Ability to maintain records and complete relevant administrative procedures</li> </ul>                                                                |  |
| <ul style="list-style-type: none"> <li>• Ability to adapt to different work environments</li> </ul>                                                                                            |  |
| <ul style="list-style-type: none"> <li>• Ability to promote Equal Opportunities in all aspects of work</li> </ul>                                                                              |  |
| <ul style="list-style-type: none"> <li>• Ability to work flexible hours</li> </ul>                                                                                                             |  |
| <ul style="list-style-type: none"> <li>• Willingness to attend appropriate staff development/training</li> </ul>                                                                               |  |
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| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <ul style="list-style-type: none"> <li>• Previous experience of teaching Maths and English Functional Skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"> <li>• Previous Knowledge of Employability and Customer Service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"> <li>• Experience of developing and using innovative approaches, including technology, to support teaching and learning</li> </ul>                                                                                                                                                                                                                                                                                                                                |  |
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| <b>Qualifications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <ul style="list-style-type: none"> <li>• Relevant English and Maths qualifications at level 2 (minimum) – required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |  |
| <ul style="list-style-type: none"> <li>• A relevant teaching qualification at level four minimum</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"> <li>• Knowledge and understanding of Employability and Customer Service qualifications</li> </ul>                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Special Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"> <li>• This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.</li> <li>• 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).</li> </ul> |  |

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| <b>Date Created</b> | 08/08/23 | <b>Date Reviewed</b> |  |
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