

Job Description and Person Specification

Role: Work Based Learning Programme Manager (Lecturer Level 2)



Job Description

Job Title	Lecturer Level 2
Grade	
Service	Employment & Skills
Reports to	Ruth Brighty
Location	City wide
Job Evaluation Code	R534905325; 020707



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 develop and co-ordinate programmes at various venues across the city; teach/assess in subject area, and manage a generic community based adult education programme and apprenticeship provision.

Main Duties & Key Accountabilities

Core Knowledge

Teaching and associated classroom duties

- 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

- 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 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 always promote the city council's policies and procedures
- 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

- 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.

Key relationships

<p>External National Careers Service Prospects Schools, Colleges and Training Providers Employers WMCA DWP</p>	<p>Internal Adult Education staff Work based Learning and Apprenticeship Team Job Shop staff Wider Coventry City Council staff</p>
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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:

Line management duties of allocated Lecturer Level 1 Tutors

Person specification

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Knowledge	
Understanding of how people have been excluded from learning and how equality strategies can redress this exclusion.	
Understanding of how adults and young people learn.	
Understanding of work based learning, in particular apprenticeships and apprenticeship standards	
In depth and up to date knowledge of the delivery of work based learning, including current and emerging developments	
Understanding of the need for diversity in the curriculum.	
Knowledge of the range of accreditation and assessment practices in this curriculum area.	
Understanding of monitoring and evaluation procedures.	
Skills and Abilities	
Effective teaching and group work skills.	
Ability to monitor and evaluate programmes to ensure quality remains high whilst meeting targets.	
Ability to recruit, manage and lead teams of staff.	
Ability to administer and manage high quality work based and young people's learning programmes.	
Ability to oversee the work of administration, site services and other support staff in a venue.	
Ability to work effectively with adults and young people from diverse backgrounds with a range of educational experience and needs.	
Ability to deliver staff development programmes	
Ability to liaise and communicate effectively with colleagues and with a range of external partners	
Ability to negotiate and influence confidently in a range of settings.	
Ability to communicate coherently and confidently both in writing and verbally	
Ability to use a range of Microsoft Office Packages and general ICT effectively to manage and deliver programmes	

Ability to respond positively to change and be flexible within a role
Ability to work flexible hours, including some weekend and evening work.
Ability to understand and implement safeguarding policies and to be proactive in relation to safeguarding children, vulnerable adults and others.
Experience
Experience in planning and delivering successful flexible learning programmes to adults and young people
Experience of delivering/managing apprenticeship programmes
Experience of delivering apprenticeship standards
Experience in administering, assessing, and internally verifying qualifications
Experience of developing and implementing equality and diversity strategies
Experience in monitoring, evaluating and improving processes.
Qualifications
Previous experience of delivering apprenticeship standards in Teaching Assistants and/or Early Years at level 3 minimum
Minimum of a level 4 teaching qualification
A minimum level 3 qualification in either Teaching Assistant and/or Early Years.
Maths and English qualifications at level 2
Hold an assessor qualification (D32/D33/A1/TAQA), and it is desirable (but not essential) to hold an Internal Quality Assurance qualification (D34/V1/TAQA).
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). N.B For posts subject to Protection of Children and Vulnerable adults.

Date Created		Date Reviewed	
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