

<b>Job Title:</b>	Adult Education Lecturer – Business Administration/ Customer Service/Leadership & Management - Workbased Learning	<b>Job Number:</b>	
<b>Service:</b>	Adult Education Service	<b>Grade:</b>	LL1QTLS
<b>Location:</b>	Citywide		

### 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.

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

### Job Purpose:

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 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 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)

- Undertake all necessary preparation activities relating to the learning programme.

- Prepare appropriate resources for individual and group learning activities
- 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.

### **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.

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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:** N/A

**Responsible to:** Programme Manager

**Date Reviewed:** 2022

**Updated:**

## Person Specification

<b>Job Title:</b>	Adult Education Lecturer – Business Administration/ Customer Service/Leadership & Management - Workbased Learning	<b>Job Number:</b>	
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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Up to date knowledge of subject area, including current curriculum practice and issues</li> </ul>
	<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>

<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 review and reflect on practice and make changes where appropriate</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>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Previous experience of teaching Business Administration and Customer Service standards to apprentices in a classroom or work based setting</li> <li>• Previous experience of teaching Leadership and Management at various levels to apprentices or vocational learners in a class room or work based setting</li> <li>• Experience of developing and using innovative approaches, including technology, to support teaching and learning</li> </ul>
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<b>Educational:</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>• Relevant Business Administration, Customer Service and/or Leadership and Management qualification</li> </ul>

<b>Special Requirements</b>	<ul style="list-style-type: none"> <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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**Date Reviewed:**

**Updated:** 2022