

Job Description and Person Specification

Adult Education Lecturer Level 1 - Leadership / Management / Team Leading

Job Details	
Grade	LL1Q – LL1QTLS
Service	Adult Education
Location	City Wide
Job Evaluation Code	

Coventry City Council Values
<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
<p>The role involves teaching Leadership, Management or Team Leading to adults and / or apprentices in differing venues within Coventry. By creating an engaging and supportive learning environment, the postholder will tailor lessons to meet diverse learner needs, fostering confidence, supporting their development and progressing them through the apprenticeship and / or course to achieve success.</p> <p>The role provides a valuable opportunity to empower adults to enhance their employability, independence, and lifelong learning prospects.</p>

Main Duties & Key Accountabilities

Teaching and associated classroom duties ('contact' time)

- Teach using a variety of relevant methods and approaches to enable and support learning, including e-learning and adaptive learning.
 - Assess and support learners as required.
- Plan & carry out apprentice reviews with the learner & manager / mentor.
- Monitor, evaluate and review the programme with learners.
 - Provide on course and exit advice and guidance.
 - Negotiate a learning route with learners and put individual learning plans in place.
 - Arrive punctually ensuring that the learning environment is appropriate.

Teaching related duties ('non contact' time)

- Undertake all necessary planning and preparation activities relating to the learning programme.
 - Prepare appropriate resources for individual and group learning activities.
 - Plan and prepare, lessons, and course materials.
 - 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.
 - Attend induction, pre-term meetings and staff meetings and training as required.
 - Undertake the necessary administrative tasks relating to the course or programme.
- Maintain course files and appropriate learner records.
- Assess learners' work and progress and provide written assessments and feedback as required.
 - Contribute to measures to improve the recruitment, retention and progression of learners.
 - Keep up to date with developments in the subject area including in adult learning generally.
 - Communicate with school/centre management, exams team, learner services and management information services to ensure the course runs effectively.
 - Ensuring compliance with health and safety, safeguarding, and equality policies.
 - Any other duties and responsibilities within the range of the salary grade.

Key Relationships

External:	Employers National Careers Service Prospects Schools, Colleges and Training Providers DWP	Internal:	Adult Education staff Job Coaches and Employment Link Officer Job Shop staff Employment & Skills Programme Management Team HR Team
------------------	--	------------------	--

Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Teaching Learners

Person Specification	
Requirements	
Knowledge	Understanding of delivering adult learning & apprenticeship standards
	Apprenticeship standards and the differing stages.
Skills And Ability	Ability to demonstrate good interpersonal skills in relation to adult learners, colleagues, and staff in community venues
	Ability to assess the learning needs of individuals and groups.
	Ability to plan and develop Schemes of Work.
	Ability to plan and prepare engaging sessions.

	Ability to plan and develop learning materials.
	Ability to monitor and evaluate learners' progress and to assess achievement.
	Ability to review and reflect on practice and make changes where appropriate.
	Ability to teach online confidently and effectively.
	Ability to manage time efficiently to balance teaching and administrative duties.
	Ability to maintain accurate records and complete relevant administrative procedures.
	Ability to adapt to different work environments and learners needs.
	Willingness to engage with CPD activities and attend staff development.
	Ability to promote Equality and diversity in all aspects of work.
	Good understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults
Experience	Delivery of Leadership /Management / Team Leading apprenticeship standards.
	Experience of teaching online and developing the use of a range of ICT and multi-media resources.
Qualification	English and maths at Level 2.
	Relevant subject specific qualification at Level 4/5
	Relevant teaching qualification at Level 3/4.
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.

Declaration			
Reviewed/Created By:			
Job Title:	Leadership/Management/ Team Leading Lecturer Level 1	Date:	04/03/2025