



Coventry City Council

Job Description

Post:	Lecturer Level 2 Performing Arts Manager (Dance)	Job Number:	
Service:	Adult Education Service	Post Number:	1004552
Location:	City wide	Grade:	LL2Q

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.

Job Purpose: To deliver, develop and manage the Performing Arts provision to offer adults a range of learning opportunities (primarily in dance, but also in other performing arts including drama and theatre) at various venues across 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 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
- Undertake enrolment duties in order to provide information and advice to learners
- 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 learner records
- Assess learners' work and progress and provide a tutor's report at the end of the programme



Coventry City Council

- Contribute to measures to improve the recruitment, retention, and progression of learners
- Keep up to date with developments in Dance and the Performing Arts

Additional duties for Lecturer Level 2 Managers ('non contact')

- Be responsible for establishing, maintaining, and developing specified programmes of Adult Education, including curriculum development and design.
- Be responsible for direct contact with learners, monitoring of provision and collaboration with other agencies.
- Be responsible for the recruitment, line management and co-ordination of the Level 1 Lecturer establishment, including their career development and in-service training
- Contribute within the team to the development of appropriate policies and plans for Adult Education work in the neighbourhood and area
- Manage and monitor the use of resources allocated or acquired for the purpose of Adult Education
- Liaise with other staff (both teaching and non-teaching) in the development of appropriate Adult Education initiatives
- Organise and manage a generic community based adult education programme.
- Develop and maintain neighbourhood networks in respect of specified programmes for Adult Education work and take an active part in co-ordinating the development of continuing education opportunities in the area, including liaison with voluntary and statutory organisations.
- Contribute to the development of policies and plans for Adult Education work.

Policies and procedures

- 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.

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 interfere with intentionally or recklessly 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: Senior Curriculum & Operations Manager

Date Reviewed:

Updated:

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none"> Understanding of current dance and performing arts curriculum practice and issues
	<ul style="list-style-type: none"> Understanding of how adults learn
	<ul style="list-style-type: none"> Understanding of diversity in the curriculum
	<ul style="list-style-type: none"> Understanding of how people have been excluded from learning and how equality strategies can readdress this exclusion
	<ul style="list-style-type: none"> Knowledge of the range of qualifications, awarding bodies and accreditation available to adult learners in dance

Skills and Abilities:	<ul style="list-style-type: none"> Effective teaching and group work skills
	<ul style="list-style-type: none"> Ability to develop and manage innovative learning programmes in a range of settings and design appropriate quality learning resources
	<ul style="list-style-type: none"> Ability to analyse and respond to the needs of learners and funding bodies to contribute to programme development
	<ul style="list-style-type: none"> Ability to undertake outreach work to widen participation
	<ul style="list-style-type: none"> Ability to develop programmes that promote equality and diversity
	<ul style="list-style-type: none"> Ability to recruit, manage, co-ordinate and lead teams of staff
	<ul style="list-style-type: none"> Ability to contribute to planning and delivery staff development
	<ul style="list-style-type: none"> Ability to monitor and evaluate programmes of learning to ensure good quality
	<ul style="list-style-type: none"> Ability to liaise and create effective relationships with colleagues, voluntary groups, and other agencies
	<ul style="list-style-type: none"> Ability to work as part of a team and independently
	<ul style="list-style-type: none"> Ability to manage venues

	• Ability to communicate effectively and accurately both verbally and in writing, including formulating plans and reports
	• Ability to use ICT skills (e.g., word, email, internet, spreadsheets)
	• 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

Experience:	• Substantial experience in delivering dance to adults
	• Experience of providing opportunities to celebrate their skills and achievements
	• Experience in planning, delivering, and managing learning programmes to adults including experience of delivering and managing programmes for adults in dance
	• Experience in developing and implementing equality and diversity strategies
	• Experience in using e-learning
	• Experience in monitoring, evaluation, and accreditation

Educational:	• Teaching Qualification at Level 4
	• Relevant dance qualifications and/or dance experience and up-to-date knowledge of your subject/s
	• English/literacy qualification and a math/numeracy qualification at level 2
	• Willingness to attend additional training as and when required

Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
	N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate

Date Reviewed:

Updated: