

# Job Description and Person Specification

Role: Adult Education Lecturer Level 1 Digital



# Job Description

<b>Job Title</b>	Adult Education Lecturer Level 1 Digital
<b>Grade</b>	LL1Q – LL1QTLS
<b>Service</b>	Adult Education
<b>Reports to</b>	Delivery Manager
<b>Location</b>	City Wide
<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 teach Digital functional skills and a variety of Digital skills programmes to adults in community venues within Coventry.

## 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 differentiated learning.
- 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.
- Design and write courses and programmes to achieve accreditation where appropriate and implement accreditation procedures.
- 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 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 and support staff to ensure the course runs effectively.
- 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:

- 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

- 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 Equality, Diversity and Inclusion Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

## Key relationships

<b>External</b> National Careers Service Prospects Schools, Colleges and Training Providers	<b>Internal</b> Adult Education staff Job Coaches and Employment Link Officer Job Shop staff Employment & Skills Programme Management Team SEND Team Through Care – Looked After Children HR Team
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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:

Teaching Learners
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## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Up to date knowledge of Digital Functional Skills and or other ICT qualifications and to include 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 adult learning.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal skills in relation to adult learners and colleagues and staff in community venues.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to assess the learning needs of individuals and groups.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to plan and develop Schemes of Work.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to plan and prepare sessions.</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 monitor and evaluate learners' progress and to assess achievement.</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 teach online.</li> </ul>	
<ul style="list-style-type: none"> <li>• Good time management.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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>• Willingness to engage with CPD activities and attend staff development.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to promote Equality and diversity in all aspects of work.</li> </ul>	



- Good understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults.

**Experience**

- Teaching adults Digital Skills in a formal or non-formal setting.
- Experience of teaching online and developing the use of a range of ICT and multi-media resources.

**Qualifications**

- English and maths at Level 2.
- Relevant subject specific qualification at Level 3/4.
- 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.

<b>Date Created</b>		<b>Date Reviewed</b>	18.08.23
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