

Job Description and Person Specification

English Tutor

Job Details	
Grade	5
Service	Skills, Employment & Adult Education Service
Location	City Wide
Job Evaluation Code	A6211

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

The role involves teaching Functional Skills English to adults in community venues within Coventry. May also involve teaching GCSE English. By creating an engaging and supportive learning environment, the postholder will tailor lessons to meet diverse learner needs, fostering confidence and linguistic competency. This role provides a valuable opportunity to empower adults with essential literacy skills, enhancing their employability, independence, and lifelong learning prospects.

Main Duties & Key Accountabilities
Teaching and associated classroom duties ('contact' time)
<ul style="list-style-type: none"> • Teach English Functional Skills and GCSE English using a variety of relevant methods and approaches to enable and support learning, including e-learning and adaptive learning.
<ul style="list-style-type: none"> • Assess and support learners on placement if required.
<ul style="list-style-type: none"> • Monitor, evaluate and review the programme with learners.
<ul style="list-style-type: none"> • Provide on course and exit advice and guidance.
<ul style="list-style-type: none"> • Negotiate a learning route with learners and put individual learning plans in place.
<ul style="list-style-type: none"> • Arrive punctually ensuring that the learning environment is appropriate.
Teaching related duties ('non contact' time)
<ul style="list-style-type: none"> • Undertake all necessary planning and preparation activities relating to the learning programme.
<ul style="list-style-type: none"> • Prepare appropriate resources for individual and group learning activities.
<ul style="list-style-type: none"> • Plan and prepare, lessons, and course materials.
<ul style="list-style-type: none"> • Provide the content for a written course information sheet and a scheme of work prior to the enrolment period.
<ul style="list-style-type: none"> • Undertake enrolment duties in order to provide information and advice.
<ul style="list-style-type: none"> • Attend induction, pre-term meetings and staff meetings and training as required.
<ul style="list-style-type: none"> • Undertake the necessary administrative tasks relating to the course or programme. Maintain course files and appropriate learner records.
<ul style="list-style-type: none"> • Assess learners' work and progress and provide written assessments and feedback as required.
<ul style="list-style-type: none"> • Contribute to measures to improve the recruitment, retention and progression of learners.
<ul style="list-style-type: none"> • Keep up to date with developments in the subject area including in adult learning generally.
<ul style="list-style-type: none"> • Communicate with school/centre management, exams team, learner services and management information services to ensure the course runs effectively.
<ul style="list-style-type: none"> • Ensuring compliance with health and safety, safeguarding, and equality policies.
<ul style="list-style-type: none"> • 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

External: West Midlands Combined Authority Skills England OFSTED National Careers Service Prospects Schools, Colleges and Training Providers	Internal: Skills, Employment & Adult Education (e.g. Learner Services) Delivery Managers, Quality & Business Manager, Job Shop) Regeneration and Economy Directorate Marketing & Communications
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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.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Smoke Free</p> <p>The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.</p> <p>Training</p> <p>The postholder must attend any training that is identified as mandatory to their role.</p>

Responsible for
Teaching Learners

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> Understanding of English Functional Skills and GCSE including current curriculum practice and issues.
Knowledge	<ul style="list-style-type: none"> Understanding of barriers to educational achievement and how they can be overcome.
Knowledge	<ul style="list-style-type: none"> Understanding of adult learning principles.
Knowledge	<ul style="list-style-type: none"> Understanding of effective learner assessment techniques and activities for individuals and groups.
Knowledge	<ul style="list-style-type: none"> Understanding of the process and the results of evaluating what a learner has achieved through their learning experience.
Skills And Ability	<ul style="list-style-type: none"> Ability to assess the learning needs of individuals and groups.
Skills And Ability	<ul style="list-style-type: none"> Ability to monitor and evaluate learners' progress and provide constructive feed-back and support to help them achieve their goals.
Skills And Ability	<ul style="list-style-type: none"> Ability to plan and develop Schemes of Work, lesson plans and materials tailored to the needs of diverse learners.
Skills And Ability	<ul style="list-style-type: none"> Ability to work with colleagues to share best practices and continuously improve the quality of learning provision.
Skills And Ability	<ul style="list-style-type: none"> Ability to review and reflect on practice and make changes where appropriate.
Skills And Ability	<ul style="list-style-type: none"> Ability to teach online confidently and effectively.
Skills And Ability	<ul style="list-style-type: none"> Ability to manage time efficiently to balance teaching and administrative duties.
Skills And Ability	<ul style="list-style-type: none"> Ability to maintain accurate records and complete relevant administrative procedures.
Skills And Ability	<ul style="list-style-type: none"> Ability to demonstrate good interpersonal skills in relation to adult learners, colleagues, and staff in community venues.

Skills And Ability	<ul style="list-style-type: none"> Ability to adapt to different work environments and learners' needs.
Skills And Ability	<ul style="list-style-type: none"> Willingness to engage with CPD activities and attend staff development.
Skills And Ability	<ul style="list-style-type: none"> Ability to promote Equality, Diversity and Inclusion in all aspects of work.
Skills And Ability	<ul style="list-style-type: none"> Good understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults.
Experience	<ul style="list-style-type: none"> Teaching adults or young people English functional skills and GCSE in a formal or non-formal setting.
Experience	<ul style="list-style-type: none"> Experience of teaching online and developing the use of a range of ICT and multi-media resources.
Qualifications	<ul style="list-style-type: none"> English and maths at Level 2.
Qualifications	<ul style="list-style-type: none"> Relevant subject specific qualification at Level 3 or above.
Qualifications	<ul style="list-style-type: none"> Relevant teaching qualification at Level 3/4/5.
Special Requirements	<ul style="list-style-type: none"> 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:	English Tutor	Date:	13-10-25