



Job Description and Person Specification

Job Title

Level 1 Digital Lecturer Full-time Fixed Term

Commented [LB1]: Maximum of 32 characters - this JD will be rejected and returned if more than 32 characters are used.

Commented [LB2R1]: Tips if needed:

Senior = Snr
Manager = Mgr
Assistant = Asst
Administrator = Admin
/ = no spaces either side

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 digital skills to adult learners in community venues across Coventry. By creating an engaging and supportive learning environment, the role holder will tailor lessons to meet diverse learner needs, fostering confidence and digital proficiency. This role provides a valuable opportunity to empower adults with digital skills which will, enhance their employability, independence, and lifelong learning prospects.</p>

Main Duties & Key Accountabilities
Teaching and associated classroom duties ('contact' time) <ul style="list-style-type: none"> Teach Digital Functional Skills using a variety of relevant methods, including e-learning and adaptive learning. Assess and support learners on placement as required. Monitor, evaluate and review learning programmes with learners. Provide on-course and exit advice and guidance. Negotiate a learning route with learners and developing individual learning plans. Arrive punctually and ensure the learning environment is suitable.
Teaching related duties ('non contact' time) <ul style="list-style-type: none"> Undertake all necessary planning and preparation activities relating to the learning programme. Prepare appropriate resources for individual and group learning activities. Design and write course 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, 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.

Commented [LB3]: Limit each sentence to 26 words and each paragraph to 90 words.

Commented [LB4]: Guidance
The Job Purpose is about what makes the role unique and interesting, and how it adds value.
 So, it is important to:
 Summarise the overall purpose of the role
 Highlight the opportunity to make a difference and what the role is mainly responsible for.

We recommend the following structure to write a Job Purpose:

First sentence: WHAT will the role holder do

Second sentence: HOW will they do it

Third sentence: WHAT will they deliver/WHAT is the opportunity to make a difference

Commented [LB5]: Up to a maximum of 15, preferably 12

Commented [LB6]: Start each row with a gerund verb - ie a verb ending in 'ing'.

<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.

Key Relationships	
External: National Careers Service Prospects Schools, Colleges and Training Providers	Internal: 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

Commented [LB7]: List all relationships both internally and externally. E.G. Residents, Schools, CCC Services, CCC Employees

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

Commented [LB8]: Not to be changed

Responsible for
Teaching Learners

Commented [LB9]: List all posts (job titles) that report into this role.

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> Maintain up-to-date knowledge of Digital Functional Skills and or other ICT qualifications including current curriculum practices and issues.
	<ul style="list-style-type: none"> Understanding of barriers to educational achievement and how they can be overcome.
	<ul style="list-style-type: none"> Understanding of adult learning.
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.
	<ul style="list-style-type: none"> Ability to assess the learning needs of individuals and groups.
	<ul style="list-style-type: none"> Ability to plan and develop Schemes of Work.
	<ul style="list-style-type: none"> Ability to plan and prepare engaging sessions.
	<ul style="list-style-type: none"> Ability to plan and develop learning materials.
	<ul style="list-style-type: none"> Ability to monitor and evaluate learners' progress and to assess achievement.
	<ul style="list-style-type: none"> Ability to review and reflect on practice and make changes where appropriate.
	<ul style="list-style-type: none"> Ability to teach online confidently and effectively.
	<ul style="list-style-type: none"> Ability to manage time efficiently to balance teaching and administrative duties.
	<ul style="list-style-type: none"> Ability to maintain accurate records and complete relevant administrative procedures.

Commented [LB10]: Maximum of 15 Requirements, preferably 12

Commented [LB11]: Start each requirement with a verb.

Commented [LB12]: Guidance

We recommend only **ESSENTIAL** requirements are in your person specification

- Focus on what the role-holder will need from day one in the role
- Check your biases and only focus on what is essential to be high performing in the role
- Make sure you highlight any relevant soft skills
- Remove non-essential or any bias towards educational requirements, such as degrees or niche degrees
- Remember that adding a number of years required experience will limit the number of candidates that you get

A requirement defines what the role holder needs to have to be effective in the role from the outset, so you need to ask the below questions:

- Knowledge - what does the role holder need to know on day one?
- Skills and Abilities - what does the role holder need to be good at on day one?
- Experience - what does the role holder need to have experience in from day one?

	<ul style="list-style-type: none"> Ability to adapt to different work environments and learner needs.
	<ul style="list-style-type: none"> Willingness to engage in CPD activities and attend staff development sessions.
	<ul style="list-style-type: none"> Ability to promote Equality and Diversity in all aspects of work.
	<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 Digital skills in a formal or non-formal setting.
	<ul style="list-style-type: none"> Experience of teaching online and developing the use of a range of ICT and multi-media resources.
Qualification	<ul style="list-style-type: none"> English and maths at Level 2.
	<ul style="list-style-type: none"> Relevant subject specific qualification at Level 4/5.
	<ul style="list-style-type: none"> Relevant teaching qualification at Level 3/4.
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:	Digital Skills Lecturer Level 1	Date:	20.03.25