

Job Description and Person Specification

Adult Education Lecturer Level 1

Job Details	
Grade	LL1Q-LL1QTLS
Service	Adult Education Service
Location	Various venues across the city
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 development: 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 purpose of the role is to teach English for Speakers of Other Languages (ESOL) to adults in community venues within Coventry.</p>

Main Duties & Key Accountabilities	
Teaching and Associated Classroom Duties ('Contact' Time)	
<ul style="list-style-type: none"> Teaching using a variety of relevant methods and approaches to enable and support learning, including e-learning and differentiated learning. 	
<ul style="list-style-type: none"> Assessing and supporting learners. 	
<ul style="list-style-type: none"> Monitoring, evaluating, and reviewing the programme with learners. 	
<ul style="list-style-type: none"> Providing on-course and exit advice and guidance while negotiating a learning route with learners and putting individual learning plans in place. 	
<ul style="list-style-type: none"> Arriving punctually, ensuring that the learning environment is appropriate. 	
Teaching-Related Duties ('Non-Contact' Time)	
<ul style="list-style-type: none"> Undertaking all necessary planning and preparation activities relating to the learning programme. 	
<ul style="list-style-type: none"> Preparing appropriate resources for individual and group learning activities 	
<ul style="list-style-type: none"> Designing and writing courses and programmes to achieve accreditation where appropriate and implementing accreditation procedures. 	
<ul style="list-style-type: none"> Undertaking enrolment duties to provide information and advice to learners while providing the content for an appropriate scheme of work to meet learner needs. 	
<ul style="list-style-type: none"> Attending induction, pre-term meetings, staff meetings, and development sessions as required. 	
<ul style="list-style-type: none"> Undertaking the necessary administrative tasks related to the course or programme, maintaining course files and appropriate learner records. 	
<ul style="list-style-type: none"> Assessing learners' work and progress and providing written assessments and feedback as required. 	
<ul style="list-style-type: none"> Contributing to measures to improve the recruitment, retention, and progression of learners. 	
<ul style="list-style-type: none"> Keeping up to date with developments in the subject area, including in adult learning generally while communicating with school/centre management and support staff to ensure the course runs effectively. 	
<ul style="list-style-type: none"> Performing any other duties and responsibilities within the range of the salary grade. 	

Key Relationships			
External:	Various community centres around Coventry. Organizations that support refugees and migrants in the city.	Internal:	Adult Education Service. Job Shop. Migration 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.</p> <p>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
Staff managed by postholder: N/A

Person Specification	
Requirements	
Knowledge	Demonstrate up-to-date knowledge of the subject area (ESOL), including current curriculum practices and issues.
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Skills And Ability	Exhibit strong interpersonal skills in relation to adult learners, colleagues, and staff in schools/centres.
Skills And Ability	Assess the learning needs of individuals and groups and develop and deliver flexible ESOL learning programs to meet those needs.
Skills And Ability	Plan and develop Schemes of Work while also planning and preparing sessions.
Skills And Ability	Design and develop learning materials while monitoring and evaluating learners' progress and assessing achievement.
Skills And Ability	Review and reflect on practice, making changes where appropriate.
Skills And Ability	Maintain records and complete relevant administrative procedures while managing time effectively.

Skills And Ability	Engage in CPD activities and attend staff development sessions.
Skills And Ability	Promote Equality, Diversity, and Inclusion and Fundamental British Values in all aspects of work.
Skills And Ability	Understand safeguarding policies and proactively address safeguarding concerns for children and vulnerable adults.
Experience	Teach adults in a relevant subject area (ESOL) in a formal or non-formal setting.
Experience	Develop and use a range of ICT and multimedia resources with learners.
Qualification	<ul style="list-style-type: none"> • English at Level 2 • Maths at Level 2 or willingness to work towards it • Relevant ESOL subject-specific qualification at Level 4/5 • Relevant teaching qualification at Level 4/5
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 please delete as Appropriate

Declaration			
Reviewed/Created By:			
Job Title:	Adult Education Lecturer Level 1	Date:	24/02/2025