Job Description and Person Specification

Job Title
Lead Tutor

Job Details	
Grade	6
Service	Skills, Employment & Adult Education Service
Location	Various community and learning venues across the city
Job Evaluation Code	A6213

Coventry City Council 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:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Coventry City Council

Job Purpose

To lead, coordinate and deliver high-quality adult learning programmes that enable learners to achieve their personal, educational, and employment goals. The postholder will also support quality assurance, manage a small team of Learning Support Assistants (LSAs), tutors, act as a cover tutor when needed, invigilate examinations, provide mentoring/coaching to other tutors, and undertake internal quality assurance duties across the curriculum.

Key Responsibilities and Accountabilities

- Planning, delivering and assessing high-quality and inclusive adult education sessions, using diverse teaching methods.
- Contributing to curriculum design and continuous improvement.
- Conducting initial and diagnostic assessments and support learners with personalised learning plans.
- Monitoring learner progress, maintain accurate records and provide feedback to learners.
- Providing cover for absent tutors as required across the curriculum.
- Acting as the lead tutor for a curriculum area or geographical cluster of provision.
- Coordinating delivery plans and ensure compliance with funding body requirements.
- Supporting continuous professional development (CPD) for tutors through mentoring and sharing best practice.
- Managing Tutor, Learning Support Assistants (LSAs), including allocation of duties, supervision, and appraisals.
- Preparing learners for accredited assessments where relevant.
- Acting as invigilator for internal and external exams in accordance with awarding body regulations.
- Undertaking assessor duties, ensuring learners meet the criteria for qualifications.
- Supporting internal quality assurance procedures and undertake IQA responsibilities.
- Maintaining up-to-date learner records using digital systems.
- Contributing to enrolment and promotional activities.
- Implementing safeguarding, equality, health and safety, and other organisational policies.

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 (WMCA) Skills England OFSTED Department for Work & Pensions	Internal:	Skills, Employment & Adult Education (e.g. Learner Services Delivery Managers, Quality & Business Manager, Job Shop) Regeneration and Economy Directorate Marketing & Communications

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

Staff managed by postholder:

Tutor; Learning Support Assistants (LSAs); Facilitators

Person Specification	
Requirements	
Knowledge	• Understanding of subject area including current curriculum practice and issues
Knowledge	• Understanding of barriers faced by adults to educational achievement and how they can be overcome

Knowledge	• Understanding of adult learning principles.
Knowledge	• Understanding of effective learner assessment techniques and activities for individuals and groups.
Knowledge	• Understanding of the process and the results of evaluating what a learner has achieved through their learning experience.
Knowledge	• Knowledge of digital learning platforms
Skills And Ability	• Influencing adult learners and colleagues and staff in schools/centres.
Skills And Ability	• Assessing the learning needs of individuals and groups.
Skills And Ability	• Developing comprehensive scheme of work, lesson plans and materials tailored to the needs of diverse learners.
Skills And Ability	• Planning and developing learning materials.
Skills And Ability	• Monitoring and evaluating learners' progress providing constructive feedback and support to help them achieve their goals.
Skills And Ability	• Reviewing and reflecting on practice and make changes where appropriate
Skills And Ability	• Practising good time management.
Skills And Ability	• Maintaining records and completing relevant administrative procedures.
Skills And Ability	• Adapting to different work environments.
Skills And Ability	• Engaging with CPD activities and attend staff development.
Skills And Ability	• Promoting equity, diversity & inclusion in all aspects of work.
Skills And Ability	• Implementing safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults.
Skills And Ability	• Working with colleagues to share best practices and continuously improve the quality of learning provision.
Experience	• Teaching or lecturing, preferably in the adult and community learning sector.
Experience	• Developing the use of a range of ICT and multi-media resources
Experience	• Mentoring or coaching other tutors or learners.
Experience	• Diversifying curriculum and development of teaching and learning resources.
Experience	• Managing staff to drive continuous improvement in service delivery.
Qualification	• English and maths at Level 2
Qualification	• Relevant subject specific qualifications required for the sector.

Qualification	• Relevant teaching qualification at Level 3/4/5 depending on programme of study being taught (e.g., PGCE, Cert Ed, or equivalent).
Qualification	• Award in Internal Quality Assurance of Assessment Processes and Practice (or equivalent).
Qualification	• Assessor qualification (e.g., Level 3 Certificate in Assessing Vocational Achievement).
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 - Data Enhanced and Barred – Children Workforce is required for this role. Keeping Children Safe in Education 2024)

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☒

Declaration			
Reviewed/Created By:	Howard Croft		
Job Title:	Senior Curriculum & Operations Manager	Date:	29/07/2025