

Vacancy Reference No:

Job Title:	Casual Lecturer Level 1 - Workbased Learning	Job Number:	R233838187
Service:	Adult Education Service	Grade:	LL1U - LL1QTLS
Location:	Citywide		

This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment

Job Purpose:

To deliver learning opportunities to young people and adults in specified curriculum area in one or more community-based venues/employer's premises within the city.

Main Duties and Responsibilities:

Teaching and associated classroom duties ('contact' time)

- Teach using a variety of relevant methods and approaches to enable and support learning.
- Assess and support students on placement, if required.
- Monitor, evaluate and review the programme with students.
- Provide on course and exit advice and guidance.
- Negotiate a learning route with students and where appropriate initiate learning agreements.
- Arrive punctually ensuring that the learning environment is appropriate.

Teaching related duties ('non contact' time)

- Undertake all necessary preparation activities relating to the learning programme.
- Prepare appropriate resources for individual and group learning activities
- Design and write courses and programmes and seek accreditation where appropriate.

- 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 to students.
- 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 student records.
- Assess students' work and progress and provide a tutor's report at the end of the programme.
- Contribute to measures to improving the recruitment, retention and progression of students.
- Keep up to date with developments in the subject area and in adult learning generally.

Policies and procedures

- Comply with Health and Safety requirements and report any concerns to line management.
- Work within and promote the City Council's policies and procedures at all times.
- Work within the Quality Strategy of the Adult Education Service.
- Work within the Staff Development Plans of the Adult Education Service.
- To be accountable and responsible for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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.

Responsible for: N/A

Responsible to: Programme Manager

Date Reviewed: August 2020

Updated:

Person Specification

Job Title:	Casual Lecturer Level 1 - Workbased Learning	Job Number:	R233838187
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Area	Description	Criteria will be measured by:
Knowledge:	<ul style="list-style-type: none"> Up to date knowledge of subject area, including current curriculum practice and issues 	Application Form & Interview
	<ul style="list-style-type: none"> Understanding of barriers to educational achievement and how they can be overcome 	Application Form & Interview
	<ul style="list-style-type: none"> Understanding of how young people and adults learn 	Application Form & Interview
Skills and Abilities:	<ul style="list-style-type: none"> Good interpersonal skills in relation to adult learners, young people and colleagues 	Interview
	<ul style="list-style-type: none"> Ability to plan and develop learning materials 	Application Form & Interview
	<ul style="list-style-type: none"> Ability to plan and prepare sessions/schemes of work 	Application Form & Interview
	<ul style="list-style-type: none"> Ability to assess the learning needs of individuals and groups and to develop and deliver flexible learning programmes to meet those needs 	Application Form & Interview
	<ul style="list-style-type: none"> Ability to use a range of teaching methods appropriately 	Interview
	<ul style="list-style-type: none"> Ability to carry out accreditation and assessment procedures 	Interview
	<ul style="list-style-type: none"> Ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes 	Application Form & Interview
	<ul style="list-style-type: none"> Ability to review and reflect on practice and make changes where appropriate 	Interview
	<ul style="list-style-type: none"> Ability to manage time and meet deadlines 	Interview
	<ul style="list-style-type: none"> Ability to maintain records and complete relevant administrative procedures 	Application Form & Interview
	<ul style="list-style-type: none"> Ability to adapt to different work environments 	Interview
	<ul style="list-style-type: none"> Ability to promote Equal Opportunities in all aspects of work 	interview

	<ul style="list-style-type: none"> • Ability to work flexible hours 	Interview
	<ul style="list-style-type: none"> • Willingness to attend appropriate staff development/training 	Interview
Experience:	<ul style="list-style-type: none"> • Substantial previous experience in a senior Leadership & Management role • Previous experience of delivering training. Previous experience of teaching Leadership and Management at various levels to apprentices or vocational learners in a class room or workbased setting, desirable • Experience of developing and using innovative approaches, including technology, to support teaching and learning 	Application Form & Interview
Educational:	<ul style="list-style-type: none"> • Relevant English and Maths qualifications at level 2 (minimum) – required 	Application Form & Interview
	<ul style="list-style-type: none"> • A relevant teaching qualification at level four minimum 	Application Form & Interview
	<ul style="list-style-type: none"> • Relevant Leadership and Management qualification 	Application Form and Interview
Special Requirements	<ul style="list-style-type: none"> • This authority is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment 	

Date Reviewed:

Updated: August 2020