



Coventry City Council

## Job Description

<b>Job Title:</b>	Lecturer Level 3 (Work based Learning)	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	1034651
<b>Service:</b>	Adult Education Service	<b>Grade:</b>	LL3
<b>Location:</b>	City Wide		

### Job Purpose:

To lead on the management and quality improvement of a nominated programme citywide and lead in the planning, co-ordination and quality improvement of the appropriate curriculum area's programme. To include teaching/assessing in subject area and may include the management of a generic community based adult education programme.

### 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 learners on placement, if required.
- Monitor, evaluate and review the programme with learners.
- Provide on course and exit advice and guidance.
- Negotiate a learning programme with learners 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.
- 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 learners.
- 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 learner records.
- Assess learners' 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 learners.
- Keep up to date with developments in the subject area and in adult learning generally

### **Additional duties for Level 2 Lecturers ('non-contact')**

- Be responsible for establishing, maintaining and developing specified programmes of Adult Education, including curriculum development and design.
- Be responsible for direct contact with learners, monitoring of provision and collaboration with other agencies.
- Be responsible for the recruitment, line management and co-ordination of the Level 1 Lecturer establishment, including their career development and in-service training.
- Contribute within the team to the development of appropriate policies and plans for Adult Education work in the neighbourhood and area.
- Manage and monitor the use of resources allocated or acquired for the purpose of Adult Education.
- Liaise with other staff (both teaching and non-teaching) in the development of appropriate Adult Education initiatives.
- Organise and manage a generic community based adult education programme.
- Develop and maintain neighbourhood networks in respect of specified programmes for Adult Education work and take an active part in co-ordinating the development of continuing education opportunities in the area, including liaison with voluntary and statutory organisations.
- Contribute to the development of policies and plans for Adult Education work.

### **Additional duties for Level 3 Lecturers ('non contact')**

- Provide supervision and support to Level 1 and Level 2 lecturers.
- Be responsible for the development of specific programmes of work city wide.
- Organise and manage a generic community based adult education programme.
- Assist in the design and delivery of staff development activity.
- Represent a generic adult education programme at relevant meetings and forums.
- Be responsible for the management and development of provision at more than one location
- 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 is required:-

- 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 is required:-

- 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.

**Responsible for:** Lecturer Level 2's, Business Development Officer, Admin staff

**Responsible to:** Curriculum Manager

**Date Reviewed:** August 2019

**Updated:** August 2019



Coventry City Council

## Person Specification

<b>Job Title:</b>	Lecturer Level 3 (Work based Learning)	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	1034651
<b>Service:</b>	Adult Education Service	<b>Grade:</b>	LL3
<b>Location:</b>	City wide		

Area	Description
------	-------------

<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Understanding of how people have been excluded from learning and how equality strategies can redress this exclusion.</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of adult learning and targeted provision.</li> </ul>
	<ul style="list-style-type: none"> <li>Working knowledge of study programmes and/or European funded projects</li> </ul>
	<ul style="list-style-type: none"> <li>In depth knowledge of apprenticeship provision</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of quality improvement, including self-assessment and observation of the quality of teaching, learning and assessment.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of a range of qualifications and awarding bodies available to adult learners</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of national developments affecting adult learning particularly apprenticeship and study programme provision.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of funding, particularly in relation to apprenticeships and study programmes</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Effective presentation, teaching and group work skills</li> </ul>
	<ul style="list-style-type: none"> <li>Effective at building and managing successful teams.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work and plan strategically.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to identify opportunities to expand the curriculum area</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to design, develop and manage high quality learning programmes, including appropriate materials and resources.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to recruit staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to identify and address staff development needs, on an individual or team basis</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage resources and administer programmes in a cost effective manner</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to develop effective partnerships with a range of stakeholders at a variety of levels</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to access information, balance workloads, take decisions and to know when advice is required</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to write high quality self assessment reports, quality improvement plans, work plans and reports</li> </ul>



Coventry City Council

..... Directorate  
Human Resources

	<ul style="list-style-type: none"> <li>• Ability to adapt positively, flexibly and in a timely manner to new demands and change</li> <li>• Ability to work flexible hours, including some weekend and evening work and ability to manage own time effectively.</li> <li>• Ability to understand and implement safeguarding policies and to be proactive in relation to safeguarding children, vulnerable adults and others.</li> </ul>
--	--

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of designing, planning, managing and delivering learning programmes to adults and young people, particularly apprenticeships and bespoke training packages</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of work based learning</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing an apprenticeship team</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of employer engagement</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of working on European Projects</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of meeting the learning needs of adults and young people who are disadvantaged.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in developing quality improvement in teaching and learning</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in monitoring timely achievement, progression and accreditation.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of developing and implementing equality and diversity strategies.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• A teaching qualification at level 5 or a level 4 teaching qualification and the willingness to undertake a self funded level 5 qualification following appointment</li> </ul>
	<ul style="list-style-type: none"> <li>• An English/literacy qualification at level 2</li> </ul>
	<ul style="list-style-type: none"> <li>• A maths/numeracy qualification at level 2</li> </ul>
	<ul style="list-style-type: none"> <li>• A minimum level 3 relevant subject specific qualification</li> </ul>
	<ul style="list-style-type: none"> <li>• An assessors award and/or an IQA award</li> </ul>
	<ul style="list-style-type: none"> <li>• Willingness to attend additional training as and when required</li> </ul>

<b>Special Requirements:</b>	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)
------------------------------	---

**Date Reviewed:** August 19

**Updated:** August 19