



Coventry City Council

Job Description

Post:	Family Learning Tutor (Lecturer Level 1)	Job Number:	
Service:	Adult Education Service	Post Number:	
Location:	City Wide	Grade:	LL1QTLS

Our 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.

Job Purpose:

To design, develop and deliver a range of Family Learning courses to adults, or adults and children together in schools and community venues within the city.

Main Duties and Responsibilities:

Teaching and associated classroom duties ('contact' time)

- Teach groups of adults / adults and children using a variety of relevant methods and approaches to enable and support learning, including e-learning and differentiated learning.
- Undertake initial and ongoing assessment and review and record learner progress
- Support learners to meet the course objectives
- Monitor, evaluate and review the programme with learners.
- Provide on course and exit advice and guidance.
- Negotiate a learning route with learners
- Actively promote Safeguarding and the Prevent agenda, following all policies and procedures to ensure the safety of all learners
- Arrive punctually ensuring that the learning environment is appropriate.

Teaching related duties ('non-contact' time)

- Design and deliver learning programmes and enable learners to achieve personal learning goals and national qualifications
- Undertake all necessary planning and preparation activities relating to the learning programme.

- Prepare appropriate resources for individual and group learning activities.
- Design and write courses and programmes and implement accreditation procedures.
- Provide the content for a written Course Information Form and a Scheme of Work prior to the enrolment period.
- Undertake enrolment duties and ensure that learners have access to information advice and guidance.
- 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 written assessments and feedback as required.
- Contribute to measures to improve the recruitment, retention and progression of learners.
- Keep up to date with developments in the school literacy and maths curriculum, the adult Essential Skills curriculum and in adult learning generally.
- Communicate with school/centre management and support staff to ensure the course runs effectively.

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.

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 Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to:

Date Reviewed:

Updated: April 2021



Coventry City Council

Person Specification

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Service:	Adult Education Service	Post Number:	
Location:	City Wide	Grade:	LL1QTLS

Area	Description
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Knowledge:	<ul style="list-style-type: none"> understanding of the impact of Family Learning
	<ul style="list-style-type: none"> up to date knowledge of the current primary school Literacy and Numeracy / Early Years curriculum and methodology.
	<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 Abilities:	<ul style="list-style-type: none"> good interpersonal skills in relation to adult learners and their children, colleagues and staff in schools/centres
	<ul style="list-style-type: none"> ability to plan and develop learning materials
	<ul style="list-style-type: none"> ability to embed Family Learning activities into all programmes
	<ul style="list-style-type: none"> ability to plan and prepare sessions for groups of adults and groups of parents and children
	<ul style="list-style-type: none"> ability to embed information and activities relating to pre-school / school maths and literacy into the course
	<ul style="list-style-type: none"> ability to assess the learning needs of individuals and groups
	<ul style="list-style-type: none"> ability to develop and deliver flexible learning programmes to meet group and individual needs
	<ul style="list-style-type: none"> ability to enthuse and communicate well with adults
	<ul style="list-style-type: none"> ability to use a range of teaching methods appropriately
	<ul style="list-style-type: none"> ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes, including the use of reflective diaries
	<ul style="list-style-type: none"> ability to carry out accreditation processes and procedures e.g. Functional Skills for adults in English and maths
	<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 manage time and meet deadlines
	<ul style="list-style-type: none"> ability to maintain records and complete relevant administrative procedures
	<ul style="list-style-type: none"> ability to adapt to different work environments
	<ul style="list-style-type: none"> ability to promote Equality and Diversity in all aspects of the work
	<ul style="list-style-type: none"> ability to work flexible hours



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	<ul style="list-style-type: none"> • willingness to attend appropriate staff development/training
	<ul style="list-style-type: none"> • ability to understand and implement safeguarding policies including the Prevent agenda and to be proactive in relation to safeguarding children, vulnerable adults and others

Experience:	<ul style="list-style-type: none"> • teaching adults in a relevant subject area
	<ul style="list-style-type: none"> • working in some capacity in the primary school classroom / Early Years setting, either paid or voluntary
	<ul style="list-style-type: none"> • experience of developing and using a range of resources with learners, including ICT and multi-media

Educational:	<ul style="list-style-type: none"> • English and maths GCSE A* - C or equivalent at O level
	<ul style="list-style-type: none"> • relevant teaching qualification at Level 4 (minimum) and / or substantial, relevant teaching experience

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).
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Date Reviewed:	April 2021	Updated:	
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