



Coventry City Council

Job Description

Post:	Education and Learning Co-ordinator	Job Number:	L3746D
Service:	Libraries and Migration	Post Number:	
Location:	One Friargate	Grade:	6

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:

Coventry has been part of the Syrian Vulnerable Persons Resettlement Scheme since July 2014 and the Resettlement of Vulnerable Children Scheme since December 2015. Clients on these programmes are amongst the most vulnerable refugees from the various Middle East conflicts which have caused them to see sanctuary in the UK. The city also has more settled communities from diverse backgrounds including refugees and other migration populations.

To support such established migrant communities, the Migration team in partnership with St Francis Church of Assisi, Adult Education and WEA has been successful in securing funding through the Ministry of Housing and Local Government to deliver pre-entry ESOL to such diverse communities who have migrated from other countries into the UK.

With English not being their first language, this funding aims to engage such communities who may not have had the opportunity to join language classes since they arrived in the country. The postholder is hence required to work in partnership with the various schools, Council support services, voluntary sector partners and other agencies working to support the integration of such established migrant communities by supporting the delivery and management of such provision.

The post will be focused on supporting adults and young people in achieving their learning outcomes monitoring the progress of adult learners, managing relationships with providers and ensuring that adults continue to progress in English language tuition and other education opportunities which will benefit their job search and moves towards independence.

Main Duties and Responsibilities:

- 1 To contribute to the success of the Migration Team by acting as the lead team member for education and learning, providing intelligence around families and their educational achievements and needs.
- 2 To work closely with colleagues in other Council services (Ethnic Minority Achievement Service, Adult Education) as well as schools, colleges and other education settings building effective relationships and supporting the continued improvement learners from longer term migrant

families.

- 3 To use effective case management techniques including good quality assessments, action planning and casework intervention for certain clients in line with the teams objectives, as well as continuing to liaise with schools and colleges.
 - 4 Overseeing preparatory activities relating to the learning programmes including outreach , recruitment and initial assessment of target learners where appropriate
 5. To complete assessments, identifying the main barriers to attendance and achievement of learning targets for families and encompassing a holistic approach to the wider family including learning outcomes and develop and monitor action plans for specific adults and children.
 6. To implement a range of interventions enabling young people and adults to access education and other learning provision, including the direct delivery of appropriate literacy support classes for specific high needs groups
 7. To work collaboratively with a range of statutory and non-statutory stakeholders involved with the ESOL support of young people and adults.
 8. To support adults to access Early Help provision when appropriate.
 9. To map out the ESOL provision in the City and review commissioned provision to ensure it meets the needs of our clients.
 10. Develop strong working relationships with team members, colleagues across the Council and delivery partners to support the delivery of the role's Duties and Responsibilities
 11. Produce project evaluation reports including the collation of customer/partner feedback, case studies, performance data and impact evidence
- 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: **Resettlement Team Manager/ Programme Manager**

Date Reviewed:

Updated: June 2020



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	Have a knowledge and understanding of the education system in Coventry and learning opportunities across the life course
	Knowledge of Migration related issues and the integration challenges faced by newly arrived communities
	In-depth understanding of the principles of and good practice in:
	<ul style="list-style-type: none"> • Migration related programmes • Partnership working • Programme management techniques • Financial management

Skills and Abilities:	Ability to manage partners and monitor project performance
	Able to manage and prioritise a complex workload using effective diary management and other tools working to agreed deadlines
	Able to maintain case files to a high standard using an electronic information system keeping accurate and up-to-date case records and all other relevant documentation including evidence that may be required for presentation in court
	Ability to work effectively with adults and young people from complex and varied backgrounds
	Experience and understanding of multi-agency working such as with schools, colleges, early help and social care services
	Able to act as representative for the Migration Team and to support optimum budget management and securing value for money.
	The ability to work both independently and as an important part of team
	Work in line with requirements of confidentiality and data protection, and deal appropriately with sensitive material
	A commitment to undertake ongoing training and continuous personal development
	A commitment to equal opportunities and anti-discriminatory practices
	Able to work with minimal supervision and be a self-starter
	Ability to travel effectively throughout Coventry and externally to the county when required



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	Ability to deliver training and Literacy and Numeracy classes to a wide range of audience
Experience:	Experience of working within an education and training setting
	Experience of working with legislation affecting school attendance and supporting families to achieve regular school attendance
	Awareness of current national agendas such as Early Help, Prevent Agenda, Child Sexual Exploitation, etc
	Experience of working within a personally challenging ordemanding environment
	Experience of assisting adults to learn to speak English as a second language
Educational:	<ul style="list-style-type: none">• Educated to degree or equivalent
	<ul style="list-style-type: none">• Relevant additional qualification, i.e. teaching qualification, Interpreting or equivalent children and families qualification
	<ul style="list-style-type: none">• Level 5 accredited teaching qualification
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).

Date Reviewed:

Updated: June 2020