



Coventry City Council

Job Description

Job Title:	Lecturer Level 1 – Makaton	Job Number:	
Service:	Adult Education Service	Grade:	LL1
Location:	Citywide		

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 teach Makaton to groups of adults on community learning programmes in venues throughout 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 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.
- 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 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 learner records.
 - Assess learners' work and progress.
 - 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
 - Any other duties and responsibilities within the range of the salary grade.
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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: Programme Manager

Date Reviewed:

Updated: July 21



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Person Specification

Job Title:	Lecturer Level 1 – Makaton	Job Number:	
Service:	Adult Education Service	Grade:	LL1
Location:	Various – citywide		

Area	Description
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Knowledge:	<ul style="list-style-type: none">Up-to-date and wide-ranging knowledge and use of Makaton in a work/home environment.
	<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">High standard of Makaton skills.
	<ul style="list-style-type: none">Good interpersonal skills in relation to adult learners and colleagues.
	<ul style="list-style-type: none">Ability to plan and develop learning materials.
	<ul style="list-style-type: none">Ability to plan and prepare sessions/schemes of work.
	<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.
	<ul style="list-style-type: none">Ability to use a range of teaching methods appropriately.
	<ul style="list-style-type: none">Ability to carry out assessment procedures.
	<ul style="list-style-type: none">Ability to monitor and evaluate learners' progress and to assess achievement against learning outcomes.
	<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 promote equal opportunities in all aspects of work.
	<ul style="list-style-type: none">Ability to embed cultural diversity in the curriculum.
	<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 carry out teaching with due regard to health and safety.

Experience:	<ul style="list-style-type: none">Use of Makaton in a work/home environment to adults in a formal or non-formal setting.
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Educational:	<ul style="list-style-type: none">A literacy/English qualification at Level 2.
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	<ul style="list-style-type: none"> • A numeracy/Maths qualification at Level 2. • A Level 4 teaching qualification or willingness to achieve this to progress onto qualified rate on Coventry City Council lecturer pay scale.
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).

Date Reviewed:

Updated: July 2021