



Coventry City Council

## Job Description

<b>Post:</b>	<b>Work Based Learning Programme Manager (Lecturer Level 2)</b>	<b>Job Number:</b>	
<b>Service:</b>	Adult Education	<b>Post Number:</b>	020730
<b>Location:</b>	Citywide	<b>Grade:</b>	Lecturer Level 2 LL2 qualified spinal point 10-14 LL2Q with QTLS spinal point 15-16

### 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 develop and co-ordinate programmes at various venues across the city; teach/assess in subject area, and manage 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
- 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

- Oversee and facilitate the recruitment and initial assessment of learners
- Undertake enrolment duties in order to provide information and advice to learners
- Attend induction, and other meetings as required
- Undertake the necessary administrative tasks relating to the programme.
- Maintain course files and appropriate learner records
- Assess learners' work and progress.
- Contribute to measures to improve the recruitment, retention and progression of learners
- Keep up to date with developments in the subject area.

### **Policies and procedures**

- Comply with Health and Safety requirements and report any concerns
- 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
- 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

### **Additional duties for Programme Managers ('non contact')**

- Recruit and line manage tutors and support their in-service training.
- Be responsible for establishing, maintaining and developing specified programmes.
- Contribute to the work of the curriculum group.
- Liaise with partners and key agencies and represent the service at strategic groups and forums relating to the subject area.
- Undertake the role of venue manager for a generic adult education programme.
- Contribute to the development of quality subject resources and monitor the use of resources.
- Contribute to the writing of plans and reports in this curriculum area and the service.
- Contribute to the subject programme planning.
- Implement equality and diversity strategies in all aspects of the role.
- 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:** Lecturer Level 1

**Responsible to:** Lecturer Level 3/Curriculum Manager

**Date Reviewed:**

**Updated:**



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## Person Specification

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Area	Description
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<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 how adults and young people learn.</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of workbased learning, in particular apprenticeships and apprenticeship standards</li> </ul>
	<ul style="list-style-type: none"> <li>In depth and up to date knowledge of the delivery of workbased learning, including current and emerging developments</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of the need for diversity in the curriculum.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge of the range of accreditation and assessment practices in this curriculum area.</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of monitoring and evaluation procedures.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Effective teaching and group work skills.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to monitor and evaluate programmes to ensure quality remains high whilst meeting targets.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to recruit, manage and lead teams of staff.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to administer and manage high quality workbased and young people's learning programmes.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to oversee the work of administration, site services and other support staff in a venue.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work effectively with adults and young people from diverse backgrounds with a range of educational experience and needs.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to deliver staff development programmes</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to liaise and communicate effectively with colleagues and with a range of external partners</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ability to negotiate and influence confidently in a range of settings.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to communicate coherently and confidently both in writing and verbally</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to use a range of Microsoft Office Packages and general ICT effectively to manage and deliver programmes</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to respond positively to change and be flexible within a role</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to work flexible hours, including some weekend and evening work.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to understand and implement safeguarding policies and to be proactive in relation to safeguarding children, vulnerable adults and others.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in planning and delivering successful flexible learning programmes to adults and young people</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of delivering/managing apprenticeship programmes</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of delivering apprenticeship standards</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in administering, assessing and internally verifying qualifications</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of developing and implementing equality and diversity strategies</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in monitoring, evaluating and improving processes.</li> </ul>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• A level 3 or above subject specific qualification</li> </ul>
	<ul style="list-style-type: none"> <li>• A teaching qualification at level 4 or above</li> </ul>
	<ul style="list-style-type: none"> <li>• A literacy/English qualification at level 2.</li> </ul>
	<ul style="list-style-type: none"> <li>• A numeracy/maths qualification at level 2.</li> </ul>
	<ul style="list-style-type: none"> <li>• An assessor and/or IQA qualification</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>
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**Date Reviewed:**

**Updated:**