



Coventry City Council

## Job Description

<b>Job Title:</b>	Adult Education Lecturer Level 1	<b>Job Number:</b>	
<b>Service:</b>	Adult Education	<b>Grade:</b>	LL1Q.02 or LL1(QTLS) 06
<b>Location:</b>	Various across the city		

### 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 English to adults in community venues within Coventry

### 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, including e-learning and differentiated 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 route with learners and put individual learning plans in place.
- Arrive punctually ensuring that the learning environment is appropriate.

#### Teaching related duties ('non contact' time)

- 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 to achieve accreditation where appropriate and implement accreditation procedures.
- 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

- 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 subject area including in adult learning generally.
- Communicate with school/centre management and support staff to ensure the course runs effectively.
- 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: Level 2 Programme Manager**

**Date Reviewed:**

**Updated: 14.05.21**



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## Person Specification

<b>Job Title:</b>	Adult Education Lecturer Level 1	<b>Job Number:</b>	
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>	Adult Education	<b>Grade:</b>	
<b>Location:</b>	Various venues across the city		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• up to date knowledge of subject area including current curriculum practice and issues</li></ul>
	<ul style="list-style-type: none"><li>• understanding of barriers to educational achievement and how they can be overcome</li></ul>
	<ul style="list-style-type: none"><li>• understanding of adult learning</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• good interpersonal skills in relation to adult learners and colleagues and staff in schools/centres</li></ul>
	<ul style="list-style-type: none"><li>• ability to assess the learning needs of individuals and groups</li></ul>
	<ul style="list-style-type: none"><li>• ability to plan and develop Schemes of Work</li></ul>
	<ul style="list-style-type: none"><li>• ability to plan and prepare sessions</li></ul>
	<ul style="list-style-type: none"><li>• ability to plan and develop learning materials</li></ul>
	<ul style="list-style-type: none"><li>• ability to monitor and evaluate learners' progress and to assess achievement</li></ul>
	<ul style="list-style-type: none"><li>• ability to review and reflect on practice and make changes where appropriate</li></ul>
	<ul style="list-style-type: none"><li>• good time management</li></ul>
	<ul style="list-style-type: none"><li>• maintain records and complete relevant administrative procedures</li></ul>
	<ul style="list-style-type: none"><li>• ability to adapt to different work environments</li></ul>
	<ul style="list-style-type: none"><li>• willingness to engage with CPD activities and attend staff development</li></ul>
	<ul style="list-style-type: none"><li>• ability to promote Equality and diversity in all aspects of work</li></ul>
	<ul style="list-style-type: none"><li>• good understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• teaching adults in a relevant subject area in a formal or non-formal setting</li></ul>
	<ul style="list-style-type: none"><li>• experience of developing the use of a range of ICT and multi-media resources</li></ul>



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<b>Educational:</b>	<ul style="list-style-type: none"> <li>English and maths at Level 2</li> </ul>
	<ul style="list-style-type: none"> <li>Relevant subject specific qualification at Level 3 minimum, level 5 preferred</li> </ul>
	<ul style="list-style-type: none"> <li>Relevant teaching qualification at Level 4/5 and/or substantial relevant teaching experience</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>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).</li> </ul>

**Date Reviewed:**

**Updated: 14.05.21**