

Post:	Lecturer Level 3 Community Learning (Arts)	Job Number:	
Service:	Adult Education Service	Grade:	LL3
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 lead on the management and quality improvement of a nominated programme citywide and lead in the planning, co-ordination and quality improvement of the appropriate curriculum area's programme. To include teaching/assessing in subject area and may include the management of 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 and where appropriate initiate learning agreements.
- 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 learners.
- 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 a tutor's report at the end of the programme.
- 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.

Additional duties for Level 2 Lecturers ('non-contact')

- Be responsible for establishing, maintaining and developing specified programmes of Adult Education, including curriculum development and design.
- Be responsible for direct contact with learners, monitoring of provision and collaboration with other agencies.
- Be responsible for the recruitment, line management and co-ordination of the Level 1 Lecturer establishment, including their career development and in-service training.
- Contribute within the team to the development of appropriate policies and plans for Adult Education work in the neighbourhood and area.
- Manage and monitor the use of resources allocated or acquired for the purpose of Adult Education.
- Liaise with other staff (both teaching and non-teaching) in the development of appropriate Adult Education initiatives.
- Organise and manage a generic community based adult education programme.
- Develop and maintain neighbourhood networks in respect of specified programmes for Adult Education work and take an active part in co-ordinating the development of continuing education opportunities in the area, including liaison with voluntary and statutory organisations.
- Contribute to the development of policies and plans for Adult Education work.

Additional duties for Level 3 Lecturers ('non contact')

- Provide supervision and support to Level 1 and Level 2 lecturers.
- Be responsible for the development of specific programmes of work city wide.
- Organise and manage a generic community based adult education programme.
- Assist in the design and delivery of staff development activity.
- Represent a generic adult education programme at relevant meetings and forums.
- Be responsible for the management and development of provision at more than one location.

Policies and procedures

- 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.

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 co-operate 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: N/A

Responsible to: Senior Curriculum & Operations Manager

Date Reviewed:

Updated:

Person Specification

Post:	Lecturer Level 3 Community Learning (Arts)	Job Number:	
Service:	Adult Education Service	Grade:	LL3
Location:	City wide		

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none"> Understanding of how people have been excluded from learning and how equality strategies can redress this exclusion.
	<ul style="list-style-type: none"> Understanding of how adults learn.
	<ul style="list-style-type: none"> Understanding of community based adult learning and targeted provision.
	<ul style="list-style-type: none"> Working knowledge of one or more aspects of this curriculum area.
	<ul style="list-style-type: none"> In depth knowledge of delivery to adults in at least one of the above subject areas.
	<ul style="list-style-type: none"> Understanding of diversity in the curriculum.
	<ul style="list-style-type: none"> Knowledge of a range of qualifications and awarding bodies available to adult learners in the above subject areas.
	<ul style="list-style-type: none"> Understanding of quality improvement processes.
	<ul style="list-style-type: none"> Understanding of monitoring and evaluation procedures.
	<ul style="list-style-type: none"> Some knowledge of funding mechanisms and decision making processes in respect of adult education.

Skills and Abilities:	<ul style="list-style-type: none"> Effective teaching and group work skills.
	<ul style="list-style-type: none"> Effective team player.
	<ul style="list-style-type: none"> Ability to work and plan strategically.
	<ul style="list-style-type: none"> Ability to capitalise on development opportunities.
	<ul style="list-style-type: none"> Ability to monitor and evaluate programmes to ensure good quality.
	<ul style="list-style-type: none"> Ability to develop and manage high quality learning programmes and design appropriate materials and resources.
	<ul style="list-style-type: none"> Ability to recruit, manage and lead teams of staff.
	<ul style="list-style-type: none"> Ability to deliver staff development programmes.
	<ul style="list-style-type: none"> Ability to manage resources and administer programmes.
	<ul style="list-style-type: none"> Ability to liaise and communicate effectively with colleagues and with a range of external organisations.
	<ul style="list-style-type: none"> Ability to negotiate and influence in a range of settings.
	<ul style="list-style-type: none"> Ability to write quality improvement plans, work plans and reports.

	<ul style="list-style-type: none"> • Ability to use ICT skills (e.g. Word, e-mail, internet, spreadsheets) • Ability to work flexible hours, including some weekend and evening work and ability to manage own time effectively. • Ability to understand and implement safeguarding policies and to be proactive in relation to safeguarding children, vulnerable adults and others.
Experience:	<ul style="list-style-type: none"> • Experience in planning, managing and delivering learning programmes to adults including experience of delivering and managing programmes for adults in one of the above subject areas. • Experience in managing staff and resources. • Experience in developing quality improvement in teaching and learning. • Experience in monitoring, evaluation and accreditation. • Experience of developing and implementing equality and diversity strategies.
Educational:	<ul style="list-style-type: none"> • A minimum level 3 qualification in one of the following: Arts, Crafts, Music and Performance • A teaching qualification at level 4 and the ability and willingness to achieve a qualification at level 5. • An English/literacy qualification at level 2. • A maths/numeracy qualification at level 2. • Willingness to attend additional training as and when required.
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: