

Job Description and Person Specification



Job Description

Job Title	Adult Education Lecturer Level 1
Grade	LL1Q-LL1(QTLS)
Service	Adult Education
Reports to	Community Education Worker/Project Manager (Multiply) Adult Education Service
Location	Various across the city
Job Evaluation Code	NA



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

Purpose of the role / Output

This new role is to support delivery, monitoring and reporting of Coventry City Council's Multiply Project *"Make Maths Work for You"*. The project forms part of central government investment in a Multiply Fund to improve numeracy skills among the adult population. The key purpose is to develop teaching materials, and deliver flexible maths courses, including money management activities, within community settings using a variety of methods and approaches for adults primarily in work, and provide on course and exit information in order to increase knowledge, confidence and skills in maths skills and knowledge including financial literacy. This will support achievement of outputs and outcomes outlined in the project proposal submitted to West Midlands Combined Authority (WMCA)

To teach maths to adults in community venues within Coventry

Main Duties & Key Accountabilities

Core Knowledge

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.

Key relationships

External Community based organisations as necessary	Internal Adult Education maths team
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A



Person specification

Job Evaluation Code	
Knowledge	
Up to date knowledge of subject area including current curriculum practice and issues including financial literacy and financial capability	
Understanding of barriers to educational achievement and how they can be overcome	
Understanding of adult learning	
Skills and Abilities	
Good interpersonal skills in relation to adult learners and colleagues and staff in schools/centres	
Ability to assess the learning needs of individuals and groups	
Ability to plan and develop Schemes of Work	
Ability to plan and prepare sessions	
Ability to plan and develop learning materials	
Ability to monitor and evaluate learners' progress and to assess achievement	
Ability to review and reflect on practice and make changes where appropriate	
Good time management	
Maintain records and complete relevant administrative procedures	
Ability to adapt to different work environments	
Willingness to engage with CPD activities and attend staff development	
Ability to promote Equality and diversity in all aspects of work	
Good understanding of safeguarding policies and be proactive in relation to safeguarding children and vulnerable adults	
Experience	

Teaching adults in a relevant subject area in a formal or non-formal setting
Experience of developing the use of a range of ICT and multi-media resources
Qualifications
English and maths at Level 2
Relevant subject specific qualification at Level 3
Relevant teaching qualification at Level 4/5
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). N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate.
Teaching a timetable that will need to be flexible in order to meet the needs of learners.

Date Created	05/02/2019	Date Reviewed	14 th December 2022
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