



Coventry City Council

Job Description

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| Vacancy Reference No: | R180664048 | | |
| Job Title: | Lecturer Level 2 | Job Number: | |
| Directorate: | Community Services | Post Number: | |
| Service: | Adult Education | Grade: | Grade: LL2Q10 |
| Location: | City - wide | | |

Job Purpose: To develop and co-ordinate the English programme at various venues across 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 learners
- Attend induction, pre-term meetings and staff 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 English and in adult learning generally.

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

- Be responsible for establishing, maintaining and developing specified English programmes, 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 coordinating the development of continuing education opportunities in the area, including liaison with voluntary and statutory organisations.
- Contribute to the development of plans and policies for Adult Education work.

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 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 Equal Opportunities Policy.

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

Responsible for:

Responsible to:

Date Reviewed: May 2020

Updated: May 2020



Coventry City Council

Person Specification

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| | | | |
| Job Title: | English Lecturer Level 2 | Job Number: | |
| Directorate: | Community Services | Post Number: | |
| Service: | Adult Education | Grade: | LL2Q10 |
| Location: | City wide | | |

| Area | Description |
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| Knowledge: | Understanding of current English curriculum practice and issues |
| | Knowledge of the range of accreditation suitable for English learners |
| | Understanding of the barriers to educational achievement and how they can be overcome |
| | Understanding of adult learning |
| | Understanding of how opportunities are restricted by inequality of treatment relating to gender, race, class, disability and sexual orientation |
| | Understanding of Safeguarding strategies and Prevent agenda |

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| Skills and Abilities: | Ability to work effectively with adults, to value their experience and assist them in becoming autonomous |
| | Ability to teach effectively and use group work skills |
| | Ability to develop and manage innovative, individualised learning programmes in a range of settings |
| | Ability to analyse need in order to contribute to programme development |
| | Ability to undertake outreach work to widen participation |
| | Ability to develop programmes that promote equality and diversity, and embed safeguarding and Prevent. |
| | Ability to understand and implement safeguarding policies and to be proactive in relation to safeguarding children, vulnerable adults and others. |
| | Ability to recruit, manage and co-ordinate staff both paid and voluntary |
| | Ability to deliver staff development programmes |

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| | Ability to liaise and create effective relationships with colleagues, voluntary groups and other agencies |
| | Ability to work as part of a team and independently |
| | Ability to manage venues |
| | Ability to communicate effectively and accurately both verbally and in writing, including formulating written proposals, plans and reports |
| | Able to work up to 2 evenings a week and occasional weekends as required by the service |
| | Ability and willingness to travel regularly to a range of venues across the city where programmes take place |
| | Ability to work flexible hours |
| | Ability to adapt to change and undertake appropriate training |
| | Ability to monitor and evaluate programmes to ensure good quality |

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| Experience: | Substantial experience in delivering English to adults |
| | Experience in planning, delivering and managing English programmes both in classroom settings and online |
| | Experience in developing and implementing practice designed to promote equality and diversity |
| | Experience of meeting the learning needs of adults who are disadvantaged |
| | Experience in monitoring, evaluation and accreditation |

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| Education | Teaching Qualification at Level 4 or 5 e.g. Cert Ed, PGCE, DTTLs |
| | Relevant English Subject Qualification at Level 4 or above |
| | Level 3 English/literacy |
| | Level 2 maths/numeracy |

Date Reviewed: 01/5/20

Updated: 01/5/20