



Coventry City Council

Job Description

Job Title:	Lecturer Level 2	Job Number:	
Service:	Adult Education Service	Grade:	LL2Q- LL2QTLS 0.5 pro rata
Location:	City - wide		

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 organization

Job Purpose:

To develop and co-ordinate a year-round ESOL (English for Speakers of Other Languages) programme at various venues across the city to respond to the needs of recent arrivals to the city referred to Coventry Adult Education Service ESOL by Coventry City Council's Migration Team.

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 ESOL and in adult learning generally.

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

- Be responsible for establishing, maintaining and developing year-round ESOL programmes, including curriculum development and design which will aid with integration and preparing learners for employment.
- Be responsible for direct contact with learners, monitoring of provision and collaboration with Coventry City Council's Migration Team and other agencies
- Be responsible for the recruitment, line management and co-ordination of Level 1 Lecturers, 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 maybe 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:

Date Reviewed: Sept 2022

Updated: Sept 2022



Coventry City Council

Person Specification

Job Title:	Lecturer Level 2	Job Number:	
Service:	Adult Education Service	Grade:	LL2Q-LL2QTLS
Location:	City - wide		

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

Knowledge:	Understanding of current ESOL curriculum practice and issues
	Knowledge of the range of accreditation suitable for ESOL 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

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

	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

Experience:	Substantial experience in delivering ESOL to adults
	Experience in planning, delivering and managing ESOL 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

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

Date Reviewed:

Updated: **27/9/22**