

| <b>Role Title</b>                                                                                                                                                    | <b>Lecturer</b>                                                                                                                                                                                                                                                            |
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| <b>Service</b>                                                                                                                                                       | <b>Adult Learning Service</b>                                                                                                                                                                                                                                              |
| <b>Pay Scale</b>                                                                                                                                                     | <b>Lecturer scale: MGLEC</b>                                                                                                                                                                                                                                               |
| <b>Purpose</b>                                                                                                                                                       |                                                                                                                                                                                                                                                                            |
| To plan and evaluate learning and development programmes and ensure their effective delivery.                                                                        |                                                                                                                                                                                                                                                                            |
| <b>Generic Accountabilities</b>                                                                                                                                      | <b>End Results/Outcomes</b>                                                                                                                                                                                                                                                |
| Develop plans for programmes / activities, based on specialist knowledge and stakeholder feedback. Contribute to learners' individual learning plans as appropriate. | Programmes / activities meet organisational / learner requirements.<br>Programmes/activities meet internal and / or external standards.<br>Programmes are compatible and complementary with each other.<br>Individual learning plans are prepared to meet learner's needs. |
| Ensure implementation and delivery of programmes/ activities.                                                                                                        | Programmes / activities are delivered to the required standards and timescale.<br>Learners achieve specified outcomes.<br>The learning environment meets all required standards.<br>Risks are assessed and managed.<br>Health, safety and welfare requirements are met.    |
| Provide specialist advice and support to colleagues, learners and stakeholders. Respond to escalated or complex queries /issues within the area of responsibility.   | Specialist advice, information and support are accurate, timely and relevant.<br>Appropriate action is taken to resolve issues or escalate further if necessary.                                                                                                           |
| Monitor and evaluate the effectiveness of programmes, activities and / or individual progress.                                                                       | Programme outcomes are reviewed and assessed.<br>Standards are maintained and improved.<br>Improvements are identified and implemented.<br>Learner progress is monitored, assessed and reported with feedback.                                                             |
| Ensure all required records and information are maintained accurately and in a timely fashion. Produce reports and recommendations as required.                      | Procedures are adhered to and all information is correctly recorded.<br>Accurate, complete and relevant information / records / reports are provided for internal and/or external use.                                                                                     |
| Create specialist documents and other materials to support learner achievement and / or promote the service.                                                         | All materials are produced to the required standards and timescales.<br>Communications are clear, well planned and effective.                                                                                                                                              |
| Carry out all duties with an awareness and understanding of                                                                                                          | Work complies with all safeguarding policies and procedures that apply to the role.<br>Behaviours and actions support the safeguarding of children,                                                                                                                        |

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| the Safeguarding requirements within the area of responsibility.                                              | young people or vulnerable adults as appropriate.                                                                                                                                                                                                                                                                            |
| Proactively develop professional knowledge, skills and behaviours.                                            | Maintain an evidence log for achievement against objectives, behaviours and learning activities.<br>Take responsibility for identifying and pursuing own development needs.                                                                                                                                                  |
| Identify, access and deploy resources to meet learning and development needs.                                 | Resources are organised, made available, and used effectively to obtain the optimum benefit and efficiencies.<br>Resources are designed / prepared to meet programme needs.                                                                                                                                                  |
| Monitor and report on performance indicators within area of responsibility as required.                       | Resources are organised, made available, and used effectively to obtain the optimum benefit and efficiencies.<br>Resources are designed / prepared to meet programme needs.<br>Quality, performance and / or other management information is provided accurately to the required timescales.<br>Value for money is achieved. |
| Contribute to service / business planning as required.                                                        | Quality improvement plans reflect specialist input.                                                                                                                                                                                                                                                                          |
| Ensure the successful implementation of health and safety legislation, policies and practices.                | Risks to staff and others are assessed and managed.<br>Suitable health and safety instruction and training are provided.<br>There is a safe working environment.                                                                                                                                                             |
| Act in accordance with all policies and procedures that apply to the job and understand the reasons for this. | All policies and procedures are complied with.                                                                                                                                                                                                                                                                               |

| <b>Role-specific Accountabilities</b>                                                                                                  | <b>End Results/Outcomes</b>                                                                                                         |
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| Reduce inequalities by closing the gap between learners' achievements and outcomes.                                                    | Organisational targets are met.                                                                                                     |
| Undertake interviews of learners, initial assessment for appropriate placement and participate in the identification of learner needs. | Learners receive sufficient information and support to enable them successfully to achieve their learning goals and qualifications. |
| Prepare, mark and evaluate learners' work, including records of assessment and examination preparation, where appropriate.             | Learners' achieve their qualifications in a timely fashion.                                                                         |
| Actively promote progression opportunities and offer information on progression and accreditation.                                     | Learners have clear progression routes both within and outside the service.                                                         |

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| Attend and participate in curriculum team, course or other appropriate meetings and contribute to curriculum development. | Learners receive a curriculum offer which responds to national and local priorities, taught by lecturers with updated skills and knowledge. |
| Participate in the service's classroom observation and performance appraisal scheme.                                      | Learners benefit from a lecturing workforce with up-to-date skills and knowledge and pedagogical strategies.                                |

| <b>Nature of Contacts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p>Learners and learner groups, internal colleagues and external contacts to build effective relationships and provide advice, guidance, support and mentoring.</p> <p>Learners to assess, monitor and / or evaluate learning and provide feedback.</p> <p>Handle potentially challenging customers / stakeholders which may involve significant persuasion, negotiation and influencing skills.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p> |

| <b>Procedural Context</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p>Work to managerial direction within a framework of policies, procedures and legislation. Make judgements and decisions that impact on individual and groups of learners, within the scope of the policy framework.</p> <p>Lead on developing training and development programmes and plans for individuals and groups of learners, undertaking needs analysis working with learners, or other stakeholders.</p> <p>Plan, prepare and / or deliver activities within the overall programme. Identify and source resources for activities. Co-ordinate with others (internal or external delivery partners) to support the development and delivery of the service.</p> <p>Support initiatives, projects and improvement programmes within service area.</p> |

| <b>Key Facts and Figures</b>           |
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| May have responsibility for equipment. |

| <b>Competency Level: All Colleagues</b> |
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| Person Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>Knowledge, Skills and Experience</b> <ul style="list-style-type: none"> <li>• Relevant teaching or training experience</li> <li>• Experience of actively developing equal opportunities</li> <li>• Experience of working effectively as a team</li> <li>• Experience of teaching mixed ability learners in a range of client groups</li> <li>• Substantial subject specific experience</li> <li>• Able to plan and deliver training sessions to meet external quality standards including required record-keeping</li> <li>• Able to prepare high quality teaching materials</li> <li>• Able to communicate well, orally and in writing</li> <li>• Good level of organisational and planning skills</li> <li>• Able to work flexible hours including evenings and weekends</li> <li>• Able to work in a range of different venues within the borough</li> <li>• Ability to relate to a wide range of client groups</li> <li>• Ability to adapt educational or training provision to meet the needs of people with learning difficulties, disabilities and/or additional learning support needs</li> <li>• Computer literacy, ability to use a range of e-learning technology</li> <li>• Awareness of the quality assurance requirements of Ofsted</li> <li>• Understanding of how to promote inclusive learning and widening participation objectives</li> </ul> |

| Indicative qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"> <li>• To have achieved English and maths qualifications at level 2 or above or be committed to achieving these qualifications within the first year of teaching for the service</li> <li>• To have or to be prepared to work towards achieving an introductory level 3 post 16 teaching qualification within one year of start date</li> <li>• For ESOL lecturers there is a minimum professional requirement of CELTA or equivalent</li> <li>• For English and maths lecturers, a requirement for a full teaching qualification with subject specialism</li> <li>• Possess or be working towards internal quality assurer award or equivalent</li> </ul> |

*The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.*

Print Name:

Sign:

Date: