

**Manchester City Council  
Manchester Adult Education Service  
Directorate for Strategic Development  
Role Profile**

**Lecturer Band A  
Reports to: District Programme Leader (Band B)**

**Key Role Descriptors:**

The role holder will develop and deliver high quality teaching and learning programmes that support adult learners to progress and gain skills to support them in their everyday life.

The role-holder will deliver Talk English courses and/or other short courses and workshops from our community venues and Adult Learning Centres. They will liaise with local community venues and support learners to access local services and community activities.

**Key Role Accountabilities:**

Work within a team of tutors to plan and deliver programmes that meet the Ofsted standards for outstanding or good teaching, learning and assessment

Assess learners' prior knowledge, skills and experiences, provide guidance about relevant programmes/pathways that meet learners' needs and make referrals to other agencies where appropriate

Support, encourage and motivate learners on courses to develop broad employability and functional skills as well as achieving their primary learning goals

Complete relevant administrative processes to a high standard, ensuring accuracy and confidentiality and support data collection to evidence the effectiveness and impact of the service

Comply with all quality assurance systems to support service improvement and maintain high standards of service delivery

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

This role sits within Manchester Adult Education Service (MAES).

**MAES objectives:**

- To improve the skills and qualifications of adults in Manchester.
- To work with partners to commission and deliver integrated services to support residents into employment.
- To stimulate participation and achievement in community learning and volunteering to improve health, wellbeing and community cohesion.

**MAES core priorities are:**

- To identify and remove barriers to engagement and make our learning offer more accessible and flexible
- To deliver a rich and purposeful curriculum which equips learners with the skills, attributes and qualifications they need to succeed in life and work
- To tackle digital inclusion and improve the digital skills needed to access learning and other services.
- To engage employers and other stakeholders in shaping the course offer and creating opportunities
- To further improve teaching, learning and assessment including better use of technology
- To increase positive destinations ie progression to work, progression in work, volunteering and further/higher level learning opportunities
- To raise the profile of Manchester Adult Education, by communicating the benefits to residents, employers and stakeholders.

**The Band A Lecturer for Community Learning will:**

- Plan and deliver courses and conversation clubs that enable people to improve their English language skills, connect with people, places and spaces in their area and build their confidence and study skills to progress onto other learning opportunities
- Plan and deliver short courses and workshops related to health, sustainability, volunteering and supporting children in school.
- Liaise with partners, including libraries, schools, children's centres and community-based VCSE organisations, as required to ensure smooth running of the courses
- Encourage and support learners to access community activities to support them to connect with people, places and spaces in their wider area
- Facilitate initial assessment and induction sessions for the curriculum area
- Utilise learning technologies to enhance the learners' experience and contribute to the development of high quality online and offline learning resources.
- Support the curriculum area with promotion of and recruitment to the offer



## Key Competencies and Technical Requirements

### Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

### Generic Skills

- **Communication skills:** Good literacy and numeracy skills to undertake calculations and produce letters and other documentation. Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Ability to communicate clearly and effectively taking account of individual need including consideration of accessibility issues.
- **Analytical skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken. Ability to present information using simple descriptive statistics; mathematical averages, percentages, appropriate tables and charts.
- **Planning and organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
- **Problem solving and decision making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
- **Creative skills:** Ability to think creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
- **Strategic thinking:** Understands the importance of organisational strategy and how they contribute to it. Skills to identify good practice and areas for improvement in strategy and communicate these to colleagues and key stakeholders.
- **ICT skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.
- **Administrative skills:** Ability to use and accurately maintain effective administration systems in a rapidly changing environment
- **People management:** Ability to organise own and others activities with an ability to carry out operational planning for a specific service area.

### Technical requirements (Role Specific)

- The role-holder will have a PGCE/Cert Ed or equivalent teaching qualification and recent experience of teaching adults



- The role-holder must have a Level 3 sector-specific qualification relating to the subject sector the role-holder will teach.
- The role-holder will have experience of assessment and verification processes for vocational courses.
- Knowledge and experience of the use and development of e-learning/ learning technologies, including familiarity with Virtual Learning Environment systems