

**Manchester City Council
Manchester Adult Education Service
Directorate for Children & Commissioning
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 employment

The role-holder will deliver learning programmes in Adult Learning Centres and community venues that contribute to the city's priorities including improving the English, Maths and ICT skills of residents

The role-holder will provide appropriate support and work with other agencies/ services when necessary, to encourage learners to achieve and progress to employment.

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.

Lecturer Band A – Key Competencies and Technical Requirements

Behavioural Competencies

- 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 be qualified in Adult or FE teaching and have maintained their competency in a recent teaching role.

The role-holder must have a Level 3 sector-specific qualification relating to the subject sector the role-holder will teach.