

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

**Lecturer Band B
Reports to: Curriculum Manager**

Key Role Descriptors:

The role holder will lead a team of tutors and manage a group of courses in an area and/or across the service.

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

Key Role Accountabilities:

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

Line-manage and mentor teaching staff through effective performance management and implementation of quality assurance processes to support service improvement and maintain high standards of service delivery

Take responsibility for the team's completion of relevant administrative processes to a high standard, ensuring accuracy and confidentiality and support data collection to evidence the effectiveness and impact of the service

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

Ensure learners' needs are met through identification of learners' needs analysis, partnership working and referrals to other agencies.

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

Contribute to the organisation and moderation/verification of qualifications and examinations within an agreed area of responsibility

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 B – Key Competencies and Technical Requirements

Behavioural Competencies

- **Leadership & Management:** The behaviours and actions of our managers define how we work and what we achieve.
- **Influence:** Effective relationships give the best results
- **Delivery** – Delivery of high quality services is at the heart of what we do.
- **Change** – Improving services and making the most of resources.
- **Pride in Manchester** – Demonstrating pride in our city.

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)

- Qualified in Adult or FE teaching and have kept up to date their knowledge of developments in the sector. Must have a Level 3 sector-specific qualification relating to the subject sector the role-holder will teach.