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 Centre's and community venues that contribute to the city's priorities including improving the English, Math's 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.

Role portfolio:

Manchester Adult Education is part of the Growth and Development Directorate at Manchester City Council. Manchester Adult Education delivers citywide inspirational education that connects Manchester's adults to their potential, their community and their future.

The Lecturer will:

- use their subject specialism with industry knowledge, experience and insight to prepare and deliver purposeful teaching, learning and assessment for learners to progress to next steps.
- lead on the design and development of new programmes
- form good working relationships with industry professionals
- internally quality assure programmes assigned in line with policies and procedures and awarding organisation guidance.
- maintain evidence of occupational competence and CPD
- attend standardisation/team meetings as required

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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.

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Lecturer Band A – Key Competencies and Technical Requirements

Our Manchester Behaviours

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

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 must:

- Be an experienced industry professionals with a degree and/or a related qualification in a subject area (essential)
- Demonstrate professional and academic competence/qualifications to teach in a subject area (essential)
- Hold GCSE A* - C / 9 - 4 in English and math's or equivalent (essential)
- Strong IT skills
- Hold assessors/IQA qualifications or willingness to achieve
- Experience using e-learning platforms such as Equal, google classroom and others or the willingness to learn
- Committed to achieving a Teaching qualification arranged by Manchester City Council within an agreed timeframe