North Northamptonshire Council

JOB DESCRIPTION

Details of the job	
Post title:	Adult Education Teacher Substantive
Salary grade:	TBE
Hours:	37 Hours per week
Location:	One Angel Square, Northampton
Reports to:	Curriculum Coordinator
Service area:	Adult Learning Service – Public Health

Overall purpose of the post

Responsible for the facilitation of learning and skill development of learners in various subjects and areas of knowledge. To create engaging lesson plans, deliver instruction tailored to diverse learning styles and levels, and assess students' progress. To adapt teaching methods accordingly and implement support measures. Responsible for the completion of all tutor activity including individual learning plans, progression, administration and other associated activities. Additionally provide support and encouragement to learners, fostering a positive and inclusive learning environment conducive to personal growth and achievement, while also promoting lifelong learning and empowerment within their adult student community

Principal responsibilities

1. Provide a scheme of work and other related information, including course and lesson planning and preparation of appropriate teaching resources.

2. To undertake scheduled teaching activities, assessment and support.

3. Carry out formative and summative assessment in line with awarding body and JCQ guidelines.

4. Provide support to learners including pre-course, on course and exit advice and guidance as directed by the programme management team.

5. Participate in training and other continuous professional development including induction, staff meetings, tutor forums and on-line training packages (including those related to Inspection).

6. Participate in developing and implementing quality assurance arrangements and administrative duties relating to the course.

7. To ensure the curriculum meets the requirements of validating and awarding bodies.

8. Provide students with appropriate tutorial support in accordance with programme and individual requirements.

9. To promote equality of opportunity and diversity in line with Northamptonshire County Council Policy.

10. To take responsibility for Health and Safety issues relating to the course and the students in compliance with Northamptonshire County Council Health and Safety Policy.

11. To contribute to marketing and publicity initiatives relating to adult learning programmes.

The minimum expected annual teaching hours (contact hours) will be 800 across an academic year for a full-time post, pro rata for fractional posts. These hours could increase or decrease dependant on other factors and with the approval of the Head of Service.

From time to time the post holder will be required to carry out other duties as appropriate to the nature of the post.

North Northamptonshire Council

PERSON SPECIFICATION		
Post Title:	**Adult Education Teacher** Substantive	
Grade		
Service Area:	**Public Health & Wellbeing – Adult Learning Service**	
ATTRIBUTES	**ESSENTIAL CRITERIA**	**DESIRABLE CRITERIA**
Education and Qualifications	Minimum of a Level 3 qualification in in relevant subject area Formal teaching qualification to minimum of Level 5, or willing to obtain in a specified timescale. Minimum of Level 2 qualification, or equivalent competency, in Communication/Literacy or willingness to achieve in a specified timescale. Minimum of Level 2 qualification, or equivalent competency, in Numeracy/Maths, or willingness to achieve in a specified timescale.	A degree or equivalent qualification in relevant subject area Experience of supporting and monitoring learner industry placements
Experience and Knowledge	Experience of working with adults as a teacher, trainer, instructor or tutor Application of quality improvement and assurance processes, including internal verification. Experience in improving learner outcomes and quality of education.	Experience of working with adults with additional needs – through physical disability, mental ill health and/or learning disabilities and/or social disadvantage Successful course and curriculum development. E.G. EPYP, Higher Education, AEB etc Building productive working relationships with external agencies, including businesses and community organisations Experience of developing work experience placements, work-place learning, enrichment activities and/or blended learning resources

Ability and Skills	Knowledge and understanding of key teaching methodology. Understanding of Adult Learning 'culture' and current challenge or opportunities. Understanding of quality assurance processes and of using feedback to improve own performance and that of the service. Understanding the role of guidance in adult learning. Ability to organise, plan, deliver and record adult learning. Ability to manage the learning environment. A duty of care to comply with North Northamptonshire Council's Safeguarding / Prevent policy and procedures and a responsibility to act on related concerns. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.	Understanding of the role that ILT and e-learning has to play in adult teaching and learning.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities.	
Additional Factors	Ability to travel freely as operationally required between locations in North and West Northamptonshire.	

Disclosure Level Work Type

What work type does this role fit into?	Fixed	Flexible	Field	Home
		✓		

What disclosure level is required for this post?	None	Basic
	Standard	Enhanced
	Enhanced with barred list checks	✓