



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Adult Education Teacher Substantive

Grade: LS05

Hours: 37 hours per week

Reports to: Curriculum Coordinator

Responsible for:

Directorate and Service area: Adult Learning Service

Purpose of the job

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

(Please make these concise and ideally no more than 8)

1. Plan and deliver high-quality teaching sessions that are engaging, challenging, and accessible to a diverse range of learners.

2. Provide a scheme of work and other related information, including course and lesson planning and preparation of appropriate teaching resources.
3. To undertake scheduled teaching activities, assessment and support.
4. Carry out formative and summative assessment in line with awarding body and JCQ guidelines.
5. Use assessment data to inform teaching and learning strategies, identifying areas for development and differentiation to support individual student needs.
6. Provide support to learners including pre-course, on course and exit advice and guidance as directed by the programme management team.
7. Act as a personal tutor to a group of students, providing academic guidance, pastoral support, and careers advice.
8. Monitor and track the progress and well-being of personal tutor groups, identifying and addressing any concerns or barriers to learning.
9. Participate in training and other continuous professional development including induction, staff meetings, tutor forums and on-line training packages (including those related to Inspection).
10. Participate in developing and implementing quality assurance arrangements and administrative duties relating to the course.
11. To ensure the curriculum meets the requirements of validating and awarding bodies.
12. Prepare and provide individual learning plans for SEND learners or those requiring additional support.
13. Adapt practice and delivery accordingly when working with vulnerable learners and/or learner with needs ensuring a fully inclusive curriculum.
14. Provide students with appropriate tutorial support in accordance with programme and individual requirements.
15. To promote equality of opportunity and diversity in line with Northamptonshire County Council Policy.

16. 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.
17. To contribute to marketing and publicity initiatives relating to adult learning programmes.
18. Collaborate with colleagues, support staff, and external partners to provide a holistic and integrated educational experience for students.
19. Liaise with employers, industry professionals, and higher education institutions to ensure that teaching and learning activities are relevant and aligned with current industry standards and pathways

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.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Minimum of a Level 3 qualification in in relevant subject area</p> <p>Formal teaching qualification to minimum of Level 5, or willing to obtain in a specified timescale.</p> <p>Hold a Level 2 qualification in English and Maths.</p> <p>Hold a Level 2 qualification in ICT or equivalent, or willingness to work towards.</p>	<p>A degree or equivalent qualification in relevant subject area</p> <p>Experience of supporting and monitoring learner industry placements</p>
Experience and Knowledge	<p>Experience of working with adults as a teacher, trainer, instructor or tutor</p> <p>Application of quality improvement and assurance processes, including internal verification.</p> <p>Experience in improving learner outcomes and quality of education</p>	<p>Experience of working with adults with additional needs – through physical disability, mental ill health and/or learning disabilities and/or social disadvantage</p> <p>Successful course and curriculum development. E.G. EPYP, Higher Education, AEB etc</p> <p>Building productive working relationships with external agencies, including businesses and community organisations</p> <p>Experience of developing work experience placements, work-place learning, enrichment activities and/or blended learning resources</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Knowledge and understanding of key teaching methodology. █</p> <p>█</p> <p>Understanding of Adult Learning 'culture' and current challenge or opportunities. █</p> <p>█</p> <p>Understanding of quality assurance processes and of using feedback to improve own performance and that of the service. █</p> <p>█</p> <p>Understanding the role of guidance in adult learning. █</p> <p>█</p> <p>Ability to organise, plan, deliver and record adult learning. █</p> <p>█</p> <p>Ability to manage the learning environment. █</p> <p>█</p> <p>A duty of care to comply with North Northamptonshire Council's Safeguarding / Prevent policy and procedures and a responsibility to act on related concerns. █</p> <p>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. █</p>	<p>Understanding of the role that ILT and e-learning has to play in adult teaching and learning. █</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	

Attributes	Essential criteria	Desirable criteria
Additional Factors	Ability to travel freely as operationally required between locations in North and West Northamptonshire.	