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| Service and job specific context statement | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Adult Learning and Skills Service |
| **Post title:** | Adult Education Teacher |
| **Grade:** | I |
| **Responsible to:** | Programme Coordinator |
| **Staff managed:** | None |
| **Date of issue:** | April 2016 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
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| Structure |
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| Job Description | |
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| Job purpose | To deliver high quality learning opportunities to adults that meets all the standards set by North Yorkshire County Council. |
| Communications | * To plan and prepare appropriately for the course providing a scheme of work and lessons plans. * Ensure that all enrolment forms, standard paperwork, claim forms and registers are completed on time. * Ensure that all learners are learning at a level appropriate to them through undertaking an initial assessment with them. * Communicate effectively with the Programme Coordinator and other local staff. * Liaise with the other Adult Learning and Skills staff when appropriate * Ensure that you consult with learners on a regular basis to ensure that the course content is appropriate. * Ensure that all learners complete a mid-course and end of course Evaluation. * Ensure that all learners are informed of the progression routes once they have completed their programme of learning. * Keep up to date with the development of new local, regional and national initiatives in adult learning through attending local meetings of teachers’ and staff development events either at a local, regional or national level. |
| Partnership / corporate working | * Liaise with and operate both individually and as a team member, in collaboration with colleagues from other agencies whose work contributes to the Children and Young People’s Plan (CYPP) and specifically to the work of the Children and Young People’s Service. * Co-operate with other partner organisations whose work contributes to the CYPP and specifically to maintain ongoing and meaningful dialogue with partners in the implementation of the plan. * Work within the agreed performance management framework for the monitoring and review of the performance outcomes as set out in the CYPP. |
| Resource management | * Integrate technology where possible into the teaching methodology. * Ensure that all learners are made aware of health and safety issues regarding the building and equipment and that all risks are kept to a minimum. * Ensure that where possible the teaching and learning you deliver is accessible to all learners in the group. * Ensure that where possible learning materials are available in alternative formats e.g. large print, an alternative language. * Ensure that where possible learners have access to specialist equipment that will enable them to learn more effectively e.g. hearing loop, large screen, and large keyboard. * Inform all the learners in your group about the availability of additional financial support through the Access Fund and Additional Learning Support Fund. * Ensure that the diverse needs of adult learners in your group are taken into account. * Ensure that all your marketing and learning materials are compliant * with NYCC’s and the Learning and Skills Council’s Equality and * Diversity Policies. |
| Systems and information | * Ensure that appropriate systems are in place to record the achievement and progression of learners either as a group or as individuals depending on the nature of the group. * Provide accurate and timely information to the Programme * Coordinator e.g. Course Information Sheet, registers, enrolment forms and RARPA paperwork and learner/teacher evaluations. * Ensure that accurate records of learners are maintained. |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Extensive knowledge of subject | * Demonstrable evidence of Continuous Professional Development * Knowledge of issues impacting on learners with basic skills development needs |
| Experience   * Assessment of individuals progress | * Demonstrable experience of Teaching Adults * Portfolio Building * Working to qualification frameworks * Internal / external moderation of courses |
| Occupational Skills   * Information and communication technology skills * Ability to ensure that learners are working in a safe environment * Ability to produce and maintain records * Ability to plan effectively * Good Communication, administration and presentation skills * Manage time effectively * Work well within a team environment * Ability to motivate and support others | * Application and practice of quality assurance procedures |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Appropriate post-16 teaching qualification |  |
| Other Requirements   * Ability to travel for work purposes * Understanding of equality and diversity issues and an ability to challenge discrimination * Occasional evening and weekend availability |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.