

JOB DESCRIPTION

TITLE: Teacher Practitioner / Learning Coach

POST NO:

DEPARTMENT: Luton Adult Learning

DIVISION: Inclusive Growth

RESPONSIBLE TO: Programme Leader

GRADE: M1 (point 34 to 37)

PURPOSE OF POST:

This is a generic job description and covers all types of teaching appointments. For details of what you are expected to do in your specific post, you should speak to your Programme Leader

To teach on planned programmes and support the delivery and management of Adult Skills, Apprenticeship, Tailored Learning Programmes addressing the needs of the community.

You will be responsible for delivering high-quality and engaging classes, conducting workshops, and providing guidance to students pursuing various courses. You will contribute to the academic development of our learners and play a crucial role in their development.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1	Plan and deliver adult (in some cases apprentice) teaching and learning in designated curriculum areas using approved planning tools e.g. scheme of work, session plan, individual learning plans, and practitioner reviews. Apply the full range of teaching, learning and assessment strategies in the delivery of courses to meet the needs of the community and the targets set by the organisation. Be accountable for course administration such as registers, attendance patterns, learner reports and related statistical information. To undertake all administration and academic tasks such as lesson plans, schemes of work, student tracking and assessment, and other course related duties to ensure effective delivery of the curriculum and accurate course planning. To assist in the development of learning resources to suit individual learner needs.	75%
2	Ensure quality of provision through participation in the service's review and evaluation process and other quality assurance processes. Participate in personal developmental activities in order to maintain awareness of current developments within the post holders' specialist expertise and update teaching skills. Attend sharing good practice meetings as part of this process.	10%
3	Work as part of a team to ensure all quality standardisation and moderation requirements are met to a high standard. Assist in standardisation and verification of provision. Prepare for external verification process and attend external verification activities where required.	5%
4	Assist teachers, learning coaches who are new to the service, or who require support and, in conjunction with other members of staff, develop appropriate activities as part of a team. Take part in the service's mentoring programme as required. Provide cover for absent colleagues as required.	5%
5	Work to comply, promote and contribute to all practices and policies including Sustainability, Health & Safety, Safeguarding and Safer Recruitment, and Equality and Diversity. Contribute to the promotional activities of the service. To fulfil any other reasonable duties commensurate with the grading of the post	5%

Specific Duties

It is recognised that not all of the specific duties will apply equally or to all areas according to the particular demands of the curriculum area.

1. Teaching & Learning

1.1 To deliver excellent teaching, learning and assessment processes. We expect you to be highly skilled in online delivery of content and online assessment

1.2 To ensure suitable teaching methodologies and materials are utilised based upon the learners' level of ability and learning needs.

1.3 To ensure that all learner assessments are promptly marked and returned with rigorous and constructive feedback.

1.4 To share good practice, lesson plans, schemes of work and other resources with team

2. Programme Delivery, Co-ordination and Administration

2.1 To interview and assess potential learners and place them on the right course.

2.2 Provide subject specialism where required to help the development and improvement of provision.

2.3 To ensure that MIS and Support Services have all learner and course information and that it is accurate and received within required timeframes.

2.4 To carry out effective assessment and internal validation, verification and / or moderation procedures where required.

2.5 To undertake any other duties which are commensurate with the post.

Teaching commitments will be 800 hours per annum based on a 37hr working week contract. The teaching timetable will depend on curriculum responsibilities and will vary throughout the year dependent on service needs.

Dimensions

Supervisory Management:

LSA and volunteers.

Financial Resources:

N/A

Physical Resources:

Teaching resources as applicable (laptop provided)

Physical Effort:

Some lifting and carrying of equipment and resources

Working conditions:

Most delivery is based at main office site at Arndale House (Floor 2) or Morton House, Kimpton Road. Courses are also delivered on an outreach basis and in partnership with schools.

Context:

Luton Adult Learning as part of Luton Borough Council offers a range of adult community learning and apprenticeship programmes throughout the Borough. Courses are offered at the main site and at an increasing number of workplace and community outreach sites.

The service provides skills, qualifications and informal learning opportunities across Luton for young people and adults, funded through grants received from central Government departments, tuition fees, and external project funding. Using funding in order to help meet the aims of the Luton 2040 vision. Our vision for Luton in [2040](#) is a bold and ambitious one -

a healthy, fair, and sustainable town where everyone can thrive, and no one has to live in poverty.

The Service's future central Government funding grants depend on the successful development, planning and performance management of its programmes of learning to meet targets and achieve externally defined quality standards. A failure to do so will result in a loss of funding to the Council.

The post holder will be expected to support the maintenance, development and improvement of key learning and training opportunities to meet local needs, and local and national targets.

The principal responsibilities outlined above are an indication of what is expected in the post; however these may be subject to some variation as the work of the service develops.

Knowledge and Experience

The attached person specification describes the knowledge and experience needed for this post.

Professional Standards

Teacher Practitioners are expected to comply with the Continuing Professional Development recommendations as determined by the The Education & Training Foundation (ETF)

Other details

Because of the nature of this post, it will be necessary for a DBS check to be carried out. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

PERSON SPECIFICATION

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working with adults/young people in a teaching or training role.	1,2	Experience of teaching adults in an adult community learning context.	1,2
	Demonstrable experience of managing learning programmes, including the preparation of schemes of work and session plans, to a high standard.	1,2	Experience of curriculum planning and resource development	1,2
			Experience of external liaison eg with awarding bodies, EPA or similar	1,2
Skills/Abilities	Able to communicate with adult learners with empathy and understanding.	1,2	Understanding of the role of information, advice and guidance in adult learning.	1,2
	Able to use Information Learning Technology (ILT) to enhance learning opportunities.	1,2,5		
	Demonstrable knowledge of quality assurance issues and processes and the importance of monitoring the various stages of the learner journey to improve learning and teaching.	1,2		
Equality Issues	Demonstrable understanding of equality issues and practice which impact on adult learning within the community	1,2		
Specialist Knowledge	Demonstrable knowledge and application of specialist curriculum.	1,2, 5	Up to date knowledge of the national agenda for adult learning.	1,2
	Demonstrable knowledge of the range of qualifications available for adults within area of specialism.	1,2	Some knowledge of the range of qualifications available for adults within English, maths and IT (digital skills).	1,2
	Demonstrable knowledge of embedding English, maths and IT (digital skills) into learning programmes.	1,2, 5	Some knowledge of embedding sustainability into learning programmes.	1,2
	Demonstrable knowledge of safeguarding and a commitment to creating a safe learning environment.	1,2, 5		
Education and Training	A minimum Level 4 or above teaching qualification, or working towards.	1,2,4	Recent professional development in teaching or training.	1,2
	A minimum of Level 3 qualification in area of specialism, or a relevant qualification a least one level higher than the level you will be teaching – (whichever is higher)	1,2,4	A1 assessors' award or working towards. Teaching & Learning Coach training. E Guide training.	1,2,4 1,2,4
	A minimum level 2 English and maths qualification or willingness to work towards.	1,2,4		
Other Requirements	Able to work at agreed location/s at various times across the Borough to meet the needs of the service. This may include evenings and occasional	1,2		

	weekends.			
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to: (1) Equal Opportunities (ii) Health and Safety (iii) Data Protection Act (1984 & 1998)

For your Supporting Statement please ensure you answer the following questions.

Tell us about your relevant experience, providing examples to demonstrate how you meet the experience criteria on the person specification.

Tell us about your skills & abilities, providing examples to demonstrate how you meet the skills and ability criteria on the person specification.

Tell us about your specialist knowledge, education and training relevant to this role as stated on the person specification.

Equalities – Demonstrable understanding of equality issues and practice which impact on adult learning within the community.

Tell us how you are able to meet the other requirements as stated on the person specification.