

Job Description

Post Title:	Adult Learning & Skills Coordinator	AA3815
Evaluation:	523 points	Grade N7
Responsible to:	Learning and Skills Manager or Employment and Skills Manager or Service Manager	
Responsible for:	N/A	
Job Purpose:	To provide teaching, learning and assessment to enable learners to achieve their goals and/or qualifications and to coordinate or lead an aspect of the service.	
Main Duties:	The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.	

1. To prepare course outlines and to contribute to accreditation and moderation activities.
2. To prepare individual session plans.
3. To undertake curriculum development including the development of appropriate course materials.
4. To provide learners with the appropriate information, advice and guidance so that they can make an informed choice.
5. To contribute to the development of publicity materials.
6. To actively promote courses and recruit learners to the service
7. To deliver the course, ensuring that the necessary educational, organisational and administrative (including enrolment) activities are completed.
8. To ensure that an appropriate assessment strategy is drawn up and used.
9. To provide appropriate support to learners throughout the course, providing advice and guidance on policy/procedure.
10. To take part in and contribute to monitoring and evaluation activities.
11. To participate in and contribute to appropriate staff development activities, driving innovation in the service and to include supervision and training of volunteers and mentoring of tutors and student teachers.

12. To ensure that the course meets the standards set out in the Learner Charter including the equality of opportunity in service delivery.
13. To manage and participate in projects and to contribute to working groups seminars and conferences as required.
14. To contribute to the development of the Standards Assessment Report (SAR) and implement relevant quality improvement strategies
15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
16. To promote and implement the Council's Equal Opportunities Policy in all aspects of employment and service delivery

In addition to those duties included above responsibilities may include any or all of the following:

17. Organise physical resources/accommodation and lead provision in a specific geographical location.
18. Organise and lead a specific function in the service.
19. To organise and lead the development of programmes.
20. To ensure that the necessary assessment/accreditation requirements are met, liaising as appropriate with accreditation bodies.