

**REPORT TO: PERSONNEL AND MANAGEMENT SERVICES COMMITTEE –  
9 SEPTEMBER 2002**

**REPORT ON: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT – REVIEW OF  
ADULT LITERACY AND ACCREDITATION STAFFING**

**REPORT BY: DIRECTOR OF PERSONNEL AND MANAGEMENT SERVICES AND  
DIRECTOR OF NEIGHBOURHOOD RESOURCES AND  
DEVELOPMENT**

**REPORT NO: 628-2002**

## **1.0 PURPOSE OF REPORT**

- 1.1 To address the staffing requirements for the leadership of adult literacy and accredited provision within Dundee City.

## **2.0 RECOMMENDATIONS**

- 2.1 Delete the post of Senior Adult Education Worker, grade AP5 – currently £21,536-£23,459, presently based in Mitchell Street Centre (Post No 165).
- 2.2 Establish the post of Senior Adult Learning Worker (Literacies Outreach and Accreditation), grade PO1-4 – currently £23,930-£26,976, based in the Mitchell Street Centre.
- 2.3 Re-deploy the Project Leader, Accreditation Project, into the new post of Senior Adult Learning Worker (Literacies Outreach and Accreditation).
- 2.4 Re-designate the Team Leader, Adult Learning, as Team Leader (Mitchell Street Centre).

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The financial implications of the report can be contained within Neighbourhood Resources and Development Department's current revenue budget. The additional cost of the proposal amounts to £3,088 and can be met from the existing sessional staff budget allocation.
- 3.2 Dundee City Council is the lead partner for the Scottish Executive Literacies Initiative. A budget of £655,944 over a three-year period has been made available by the Executive to enhance literacies provision within the City. These proposals will strengthen the Council's capacity to respond to the requirements of the initiative and will ensure that maximum effective use is made of the external funding already secured.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 The report seeks to ensure that departmental resources are employed as efficiently and effectively as possible to achieve departmental and Council agreed service priorities.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 Re-focussing of the post of Senior Adult Learning Worker and Adult Learning Team Leader will ensure that there are greater opportunities for disadvantaged communities to benefit from literacy and accredited provision. The proposals will continue to reflect the Council's commitment to equal opportunities.

## **6.0 BACKGROUND**

- 6.1 The HMI inspection of community learning in April 2002 recognised the good practice of Dundee City Council's centralised literacy provision through its centre of excellence at Mitchell Street. It also identified the need to improve opportunities in communities, particularly those most disadvantaged, for local access to literacy provision and increase the range of opportunities for accredited learning.
- 6.2 In June 2002 the Scottish Executive HMIE published new quality indicators for the assessment of community learning, "How Good is our Community Learning and Development?". These proposals will ensure that Dundee City Council is well placed to take forward implementation of the Executive's new quality framework.
- 6.3 The Accreditation Project, which offers opportunities for those involved in communities to accredit core skills and their community learning experience, is due to complete its SIPS funding in December 2002. This project has had seven years of SIP funding and there is a recognised need to build on its experience and extend the range of opportunities for those involved in community based adult learning to achieve a first level qualification.
- 6.4 The Senior Adult Learning Worker post based in Mitchell Street has recently been vacated. These proposals are based on non-refilling of that post with the responsibilities of the post being subsumed by the Team Leader, Adult Learning, who will no longer be required to undertake the responsibilities for outreach work, which will now be the responsibility of the new Senior's post.
- 6.5 The Project Leader, Accreditation, is currently seconded from an established post within Neighbourhood Resources and Development. Many of the functions assigned to the new post of Senior Adult Learning Worker, Literacies Outreach and Accreditation, will reflect areas of work currently undertaken by the Accreditation Project which is funded through the Social Inclusion Partnership, and will ensure continuity of work which has previously been evaluated as excellent, enabling further development through the provision of Scottish Executive Literacies Initiative funding.

## **7.0 CONSULTATION**

- 7.1 Consultation has taken place with the Chief Executive, Directors of Support Services and Finance, and the appropriate trade unions.

## **8.0 BACKGROUND PAPERS**

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

**Director of Personnel & Management Services .....**

**Date.....**

**Director of Neighbourhood Resources & Development .....**

**Date.....**

9 August 2002  
sm/et

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION - DEPARTMENT NAME**

#### **IDENTIFICATION**

Post Title:	Senior Adult Learning Worker Literacies Outreach/Accreditation	Post Ref.:	
Section:	Community Learning	Grade:	PO1-4
Responsible to:	Section Leader, Community Learning		
Responsible for:	Adult Learning Worker, Accreditation Sessional Workers/Tutors		

#### **JOB PURPOSE**

The postholder will be responsible for the organisation and development of literacies outreach and accreditation across Dundee.

#### **PRINCIPAL WORKING CONTACTS**

Adult Learning Team  
Senior Adult Learning Workers  
Adult Learners  
External Partners

#### **MAIN DUTIES**

1. To undertake the direct management and delivery of literacy outreach and accreditation across the geographic units.
2. To provide advisory support services to providers of outreach literacy as part of the Literacies Initiative.
3. To support and co-deliver awareness raising training in literacies to spotter and referrers and input to tutor training.
4. Direct management and support of literacies and accreditation tutors. Co-work with other Senior Adult Learning Workers to ensure the promotion of literacies and accredited learning opportunities across the geographic units, particularly targeting excluded groups and individuals.
5. To contribute to the quality assurance of literacies and accredited provision in line with the Scottish Executive Good Practice Framework and SQA Guidelines, ensuring the incorporation of guidance support and development of effective referral system.
6. To work with partners in community learning to provide participants with opportunities for progression.
7. To undertake assessment of needs in literacy and accreditation to ensure the learning programme and activities are relevant to the needs of the participant and that they are designed to match the interest and experience of learners.

8. To lead good practice in outreach literacies and accreditation for ensuring opportunities for learners to identify learning outcomes, and demonstrate and report developments in their skills through the use of individual learning plans.
9. To co-work with Senior Adult Learning Workers to ensure that the learning environments are appropriate to the needs of excluded groups and are resourced to meet these needs.
10. Contribute to the publicity and promotion of literacies and accredited opportunities.
11. Undertake face to face adult learning work.
12. To support staff to plan and prepare community based literacy and accredited opportunities in line with quality standards.
13. Participate actively with colleagues to develop and disseminate best practice.
14. Manage the plans in a manner, which demonstrates its responsiveness to the needs of the community.
15. Agree team objectives, monitor and record progress.
16. As appropriate, assist with disciplinary procedures within the Adult Learning Teams.
17. Ensure that appropriate support and supervision is given to each member of the team and that their performance is effectively monitored.
18. Ensure that appropriate job targets and a clear focus is given to each member of the team's work.
19. Identify and put into operation appropriate programmes of training and staff development and deliver workplace training sessions.
20. Develop and implement appropriate induction programmes for all members of the team.
21. Ensure that financial and administrative procedures are implemented and carried out effectively.
22. ensure that all health and Safety Regulations are implemented.
23. Promote the use of ICT to ensure staff and service users have access to accurate and relevant information.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02

Authorised:

If you have any queries regarding this vacancy, please contact (Marie Dailly, Ext 5820).

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION - DEPARTMENT NAME**

#### **IDENTIFICATION**

Post Title:	Team Leader, Mitchell Street Centre	Post Ref.:	
Section:	Community Learning	Grade:	P03-6
Responsible to:	Section Leader, Community Learning		
Responsible for:	Adult Learning Worker, Literacies Adult Learning Worker, ESOL (English For Speakers Of Other Languages), Information Assistant/Resources Assistant		

#### **JOB PURPOSE**

The postholder will be responsible for the management, development and delivery of Mitchell Street Adult Learning Centre and its staff. The postholder will also have responsibility to oversee the established day to day building and administrative systems.

#### **PRINCIPAL WORKING CONTACTS**

Adult Learning Team  
Adult Learning Tutors  
Adult Learning Centre Users  
External Agencies  
Section Leader, Community Learning  
Resources Assistants

#### **MAIN DUTIES**

1. To undertake the direct management of Mitchell Street Centre's literacies provision.
2. Co-work with Senior Adult Learning Worker Literacies Outreach to ensure complementary centralised and outreach literacy provision.
3. To contribute to the quality assurance of literacies in line with the Scottish Executive good practice guidelines.
4. Support and supervision of part-time library/information assistant.
5. Assessment of needs with adults seeking help with reading/writing/numeracy, including the production of individualised learning programmes and standard records of work.
6. Undertake referral interviews with individuals making initial enquiries.
7. to work with partners in community learning to provide participants with opportunities for progression.

8. Arrangement of adult learning provision suitable to the individual's needs.
9. Contribute to publicity and the promotion of specialist adult learning opportunities.
10. Undertake face to face adult learning work, including group and individual tutoring.
11. Development and maintenance of adult literacy/numeracy resource materials; develop a working familiarity with current materials and specialist information.
12. Develop and implement collaborative work with colleagues from other units.
13. Participate actively with colleagues to develop and disseminate good adult learning practice.
14. responsibility for the building management of Mitchell Street Centre.
15. Manage the plans in a manner, which demonstrates its responsiveness to the needs of the community.
16. Agree team objectives, monitor and record progress.
17. As appropriate, assist with disciplinary procedures within the Adult Learning Teams.
18. Ensure that appropriate support and supervision is given to each member of the team and that their performance is effectively monitored.
19. Ensure that appropriate job targets and a clear focus is given to each member of the team's work.
20. Identify and put into operation appropriate programmes of training and staff development and deliver workplace training sessions.
21. Develop and implement appropriate induction programmes for all members of the team.
22. Ensure that financial and administrative procedures are implemented and carried out effectively.
23. ensure that all health and Safety Regulations are implemented.
24. Promote the use of ICT to ensure staff and service users have access to accurate and relevant information.

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