



Job Profile

Skills for Life Development Officer

Grade H

Group: Care, Wellbeing and Learning

Service: Raising Achievement

Location: Dryden Professional Development Centre

Line Manager: Skills for Life Co-ordinator

Car User Status: Casual

Job Purpose

To work throughout the community to develop Skills for Life learning opportunities and to design and deliver programmes at an appropriate level.

The key roles of this post will include:

1. To raise awareness and identify opportunities to reduce poor levels of literacy, language and numeracy needs throughout the borough.
2. To engage hard to reach groups of learners whose second language is English, identifying potential literacy, language and numeracy needs.
3. To screen potential learners to identify individual needs.
4. Design programmes at appropriate levels including lesson plans.
5. To make practical arrangements for the delivery of Skills for Life learning including appropriate locations and times.
6. To make informal and formal assessment of learners including initial assessment and diagnostic testing.
7. To teach learners from a detailed lesson plan that is linked to the Core Curriculum.
8. To undertake appropriate quality assurance measures by enrolment, individual learning plans, monitoring and evaluation.
9. To ensure learners have the opportunity to progress to fulfil their own potential.
10. Acquire and develop the required professional knowledge, skills and qualifications within the Skills for Life field.



11. Such other responsibilities allocated which are appropriate to grade of post.



Knowledge & Qualifications

Essential:

Knowledge

- Delivering adult learning programmes in a range of settings
- Adult literacy and numeracy core curriculum, initial assessment and diagnostic testing

Experience and other attributes

- Communicating clearly and effectively both orally and in writing
- Work independently with initiative
- Outreaching and networking to create opportunities for engaging and working with the community
- Use of ILT in innovative ways to enhance the learning experience
- Administration and quality measures relating to teaching and learning

Qualifications

- Teaching qualification. Level 5 subject specialism in ESOL

Desirable:

Knowledge

- A range of IT applications
- Full Driving licence or means to mobility support
- Experience of: Delivering ESOL
- CELTA qualification or working towards



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences