

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
- Functional maths, 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 Numeracy qualification (or equivalent)

Desirable:

Knowledge

- A range of IT applications

Qualifications

- Current driving licence and access to a car, or means to mobility support



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