



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Learning Works Officer

GRADE: Band 5

RESPONSIBLE TO: Operations Manager

Overall Objectives of the Post:

As a Learning Works Officer, you will support people with Learning Difficulties and/or disabilities to gain and sustain paid employment.

You will identify and understand an individuals' assets, skills, strengths and talents in order to understand what is important to them. Focussing on their needs and aspirations whilst engaging in positive conversations, you will identify creative and meaningful ways to provide support into paid employment and enable the individual to work as independently as possible.

Putting in place an individual learning pathway you will build effective relationships with employers, in order to initiate work shadowing, tasters, work placements, work trials and ultimately job opportunities.

Key Responsibilities of the Post:

- Support people with LDD to gain and sustain paid employment that is meaningful; ensuring individuals are empowered, valued and motivated to meet their career goals and aspirations.
- Develop innovative approaches to motivate individuals to enter employment and encourage employers to offer placements and work opportunities.
- Undertake an assessment of individuals, which includes undertaking a skills, capability, and benefits analysis. Initially identifying those for whom a pathway to employment is appropriate and signposting those who wish to access learning but without an employment goal.
- With each individual develop a jointly produced holistic individual learning pathway, with timed objectives / personal learning goals that reflect their personal aspirations and needs. Work with families and carers to have a shared understanding of what the individual is working towards.
- Support individuals to access local training provision and vocational programmes which are designed to increase employability of local disabled people.
- Build effective relationships and work with employers to provide work tasters and placements to raise awareness of LDD and of 'job carving' that enables individuals with certain identified skills to undertake certain core elements of a particular job.
- Undertake Safeguarding, Health & Safety and Risk Assessments in the workplace and ensure these are monitored and reviewed.

- Developing and sustaining links with agencies and employers with volunteering opportunities (unpaid work).
- Actively promote the service, advising individuals, employers and stakeholders on the support available including assisted technology options that could support paid employment opportunities
- Accurately record all interventions with individuals to monitor progress, tracking processes to ensure individuals are progressing towards agreed objectives and moving towards increased self-reliance.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: LC/CV/CL

Date: 7.01.21

Moving Forward Together: Our Values; Our Behaviours; Our Future

Our Moving Forward Together Values and Behaviour Framework sets out our expectations around the way we will work within Adults and Integrated Care within South Tyneside, right from our leadership to our frontline practitioners.

INTEGRITY	We will do the right thing whatever the circumstances
VALUING PEOPLE	We will respect everyone and appreciate their diversity
EXCELLENCE	We will strive for continuous improvement

Together we will do what we say



- Act with integrity and be clear about our own responsibilities and accountable for our actions
- Tell people what they can and cannot expect from us
- Respond when we say we will to people's queries, even if we can't provide a full answer but we will take responsibility for clarifying what we don't know
- Balance competing priorities to meet standards and expectations
- Trust colleagues to fulfil their responsibilities
- Communicate in an open, honest, clear and concise way
- Respect people's right to confidentiality, sharing information only in their best interest

Together we will focus on Solutions



- Value people and see the individual as the "expert" on their own life and believe choice and control should be in their hands
- Help people and communities find their own solutions, building on their strengths and assets
- Actively listen to and involve others, before making decisions and keep others informed of progress
- Consider alternative solutions, using council resources responsibly and effectively
- Be flexible in the way we deliver our services to meet people's individual needs
- Take planned risks to inspire creative and effective solutions, learning from our successes and failures
- Work more effectively with individuals and their families and in partnership with health services, the voluntary sector and other organisations

Together we will be the best we can be



- Deliver "Practice to be Proud of"
- Model the behaviour we want to see in others and lead by example
- Keep up to date with developments in the service, regionally and nationally around best practice and new developing strategies
- Act on comments or feedback
- Share Ideas, resources and information effectively and actively develop our own knowledge and skills
- Take pride in our own work and that of our team members
- Celebrate team success and create a positive team spirit
- Promote and drive continuous improvement by asking "How could we do this better?"
- Continually challenge current practice and put forward ideas for improvement



South Tyneside Council



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