



Job Profile

Vocational Development Officer - School Workforce Development Grade G/H

Group: Children, Adults & Families

Service: Education, Schools & Inclusion

Location: As required

Line Manager: School Workforce Development Manager

Car User Status: N/A


Job Purpose

To ensure the delivery of high-quality vocational learning and assessment, training programmes and apprenticeships:

Early Years, Teaching Assistant, Community Activator, Education and Training etc.

The key roles of this post will include:

1. To plan and deliver high-quality apprenticeship programmes (Frameworks and Standards) with high success rates in the subject area of expertise
2. Provide learners and staff with high quality professional development.
3. To plan and deliver high quality training programmes which cater for a variety of roles and responsibilities within the wider education workforce, including nursery/school/college staff, parents/carers and volunteers.
4. To deliver vocational training and assessment in the workplace.
5. To generate new business within the workplace.
6. To design programmes to meet criteria set by awarding bodies
7. To apply learningSkills quality frameworks to the delivery of learning programmes. This will include recording, action planning and tracking individual learner progress and undertaking assessment of learners' work and progress
8. To place the needs of the learners and employers at the centre of delivery
9. To offer information, advice and guidance to learners, employers, volunteers and parents/carers
10. To encourage learner and employer participation in learning programmes and progression into sustainable employment
11. To ensure a safe and supportive learning environment
12. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge of:

- and commitment to anti-discriminatory practices
- current teaching, learning and assessment practices/ strategies
- the subject of expertise
- familiar with the occupational standards for specialisms
- apprenticeship frameworks/standards
- OFSTED, RQF and awarding bodies criteria
- children, young people, vulnerable adults and families

Experience

- successful apprenticeship delivery including assessment and internal verification
- teaching adults using educational frameworks in a range of vocational settings.
- administration skills required to successfully deliver vocational learning programmes.
- acting on own initiative, working in outreach locations and with colleagues as part of a team
- vocational experience within the appropriate vocational sector
- both classroom delivery and vocational delivery within the workplace
- working with vulnerable families

Qualifications

- L5 Teaching qualification or willing to work towards
- to have occupational competency in the area of delivery
- D32, D33, A1 or TAQA or willing to work towards
- must be occupationally competent and qualified within their skill sector
- a current full driving licence and access to a car or means to mobility support

Desirable:

Knowledge of:

- the application of the Equality Act 2010 to learning
- the application of Information Learning Technology to the area of learning
- the application of Digital Learning, Blended Learning and Hybrid Teaching and Learning techniques and strategies

Experience of:

- applying learning within a vocational setting
- Internal Verification – V1 or IQA

Qualifications

- Level 5 teaching qualification
- D32, D33, A1 or TAQA
- Vocational specialist qualification / experience



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

