# Job Profile

**Vocational Development Officer – School Workforce Development**

**Grade H**

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| **Group:**  Learning & Children |
| **Location:**  Dryden Centre |
| **Service:**  Learning & Schools |
| **Line Manager:**  School Training Development Officer |
| **Car User Status:**  Casual |

**Job Purpose**

**To ensure the delivery of high quality training programmes to teaching assistants and support staff in schools**

1. Provide teaching assistants and support staff in school with high quality professional development
2. Deliver a combination of accredited and non accredited training programmes which cater for the variety of roles and responsibilities within the wider school workforce, including parents and volunteers
3. To deliver vocational training and assessment in schools
4. To generate new business within schools
5. To offer advice and guidance to schools
6. To ensure delivery of high quality apprenticeship programmes with high success rates
7. To design programmes to meet criteria set by awarding bodies
8. 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
9. To give information, advice and guidance to learners
10. To encourage participation in learning programmes
11. To ensure a safe and supportive learning environment
12. Any other duties associated with the grade.

## Knowledge and Qualifications

**Essential**

**Knowledge of:**

* and commitment to anti-discriminatory practices
* current teaching, learning and assessment practices/ strategies
* the subject of specialism, supporting teaching and learning in schools
* familiar with the occupational standards for teaching assistants and school support staff
* Apprenticeship frameworks
* OFSTED, QCA and awarding bodies criteria

**Qualification:**

* level 5 teaching qualification recognised by Lifelong Learning UK
* to have occupational competency in the area of delivery
* D32, D33, A1 or TAQA
* must be occupationally competent within their skill sector
* a current full driving licence and access to a car or means to mobility support.

**Experience of:**

* of apprenticeship delivery including assessment and internal verification
* teaching adults using educational frameworks in a 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

**Desirable**

**Knowledge of:**

* the application of the DDA to learning
* the application of Information Learning Technology to the area of learning

**Qualification:**

* Vocational specialist qualification

**Experience of:**

* applying learning within a vocational setting

**Competencies**

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| **Self Awareness**  **Personal Effectiveness**  **Communication**  **Delivering Results**  **Joined Up Working**  **Improving Delivery**  **Motivating Teams and Individuals**  **Managing Team and Individual Performance**  **Managing Diversity** | Is self-aware, learns continuously and adapts behaviour in response to feedback.  Makes things happen, operates with resilience, flexibility and integrity.  Shares and listens to information, opinions and ideas using a range of effective methods.  Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.  Promotes collaborative relationships with other services and colleagues in order to improve service delivery.  Seeks out the best way to deliver services, promotes innovation and learning and manages risks.  Creates the right environment for teams and individuals to perform at their best.  Gives clear direction and feedback to maximise performance.  Treats individuals with respect and consideration, takes employee policy and practice seriously. |