



Job profile

Employability Skills Development Officer Grade H

Group: Care Wellbeing learning

Service: EducationGateshead

Location: The Dryden Centre

Line Manager: Employability Skills Manager

Car User Status: Casual

Job Purpose

To develop, deliver and promote employability skills and programmes to adults throughout the borough.

The key roles of this post will include:

1. To design, develop and deliver innovative learning programmes that support and lead to a reduction of worklessness
2. Work closely with individuals and groups of unemployed learners to raise levels of confidence, remove barriers to employment and significantly improve their chances of finding work
3. To establish, develop and maintain effective internal and external partnerships for the purpose of increasing learner participation and support
4. Promote and encourage participation in learning opportunities with unemployed adults
5. Establish, develop and maintain links with employers for the purpose of identifying work placements and employment opportunities for learners
6. Identify and provide progression opportunities for unemployed adults
7. Comply with and contribute to all learningSkills quality processes and procedures
8. Complete all associated course and administrative documentation required within the post
9. To ensure a safe supportive learning environment which encourages high levels of performance
10. Such other responsibilities allocated which are appropriate to the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- delivering learning programmes in a range of settings
- carrying out initial and diagnostic assessment
- and commitment to anti-discriminatory practices
- current teaching, learning and assessment practices
- strategies to help learners overcome complex barriers to learning
- JCP/ DWP and other referral agency requirements

Experience

- using ILT in an innovative way to enhance the learning experience
- working with challenging learners to overcome multiple and complex barriers to learning and work
- employer liaison or arranging work placements
- administration relating to teaching and learning

Qualifications

- Level 4 teaching or training qualification

Desirable:

Knowledge

- the application of the Equality Act to learning
- the application of Information Learning Technology to the area of learning
- OFSTED, Skills Funding Agency and awarding body criteria

Experience

- Partnership working

Qualifications

- Level 5 teaching qualification for further or higher education
- Qualification in mentoring or IAG
- Safeguarding



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