



## **Job profile**

# **Learning & Skills Employability Officer (Construction)**

**Grade H**

**Group:** Care, Wellbeing and Learning

**Service:** Dryden Professional Development Centre

**Location:** Learning and Schools

**Line Manager:** Youth Education and Skills Co-ordinator

**Car User Status:** Casual

### **Job Purpose**

To develop, deliver and promote Apprenticeships, Traineeships and Programmes of Study within the Construction sector to young people aged 15-24 from across the Borough of Gateshead

### **The key roles of this post will include:**

1. To deliver construction qualifications in; Bricklaying, Joinery, Painting and Decorating.
2. To develop learning programmes that support the reduction of worklessness and the increase in vocational skills
3. To design programmes that include the use of appropriate assessment techniques, differentiated learning and detailed lesson plans to support skills and confidence development to support access mainstream provision
4. To teach learning programmes to unemployed young people and encourage progression in to apprenticeships
5. To promote and encourage participation in learning opportunities throughout the borough, particularly in geographic areas where learning participation is low or with groups who do not traditionally participate in learning.



6. To work in partnership with organisations from within the local authority and voluntary organisations in particular Connexions, Children & Young Peoples Service and Jobcentre Plus
7. To establish sound links with these organisations and feedback as and when appropriate
8. To provide progression opportunities into work placements, further learning and employment for all young people involved in the programmes
9. To ensure management information is collected, collated and supplied according to requirements
10. To contribute and fully comply with quality assurance systems
11. To ensure a safe supportive learning environment which encourages high levels of performance
12. Such other responsibilities allocated which are appropriate to the grade of the post



## **Knowledge & Qualifications**

### **Essential:**

#### **Knowledge**

- delivering learning programmes to young people in a construction setting
- initial and diagnostic assessment
- and commitment to anti-discriminatory practices
- current teaching, learning and assessment practices

#### **Experience**

- teaching young people using educational frameworks
- Working to Ofsted Common Framework
- relating to young people in a range of settings
- developing and delivering employability and construction programmes
- administration skills required to successfully deliver learning programmes
- acting on own initiative, working in outreach locations and with colleagues as part of a team

#### **Qualifications**

- level 3 construction qualification in one of the trades described in key role point 1
- level 4 adult teaching qualification recognised by Lifelong Learning UK
- a clean full driving licence and the use of a car

### **Desirable:**

#### **Knowledge**

- the application of the DDA (now Equality Act) to learning
- Embedding Equality, Diversity and Inclusion, Maths and English, Safeguarding, British Values, Prevent and ILT
- OFSTED, QCA and awarding bodies criteria

#### **Experience**

- Plastering
- Tiling

#### **Qualifications**

- Level 5 teaching qualification



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences