



## **Job profile**

# **Family Learning Development Officer Grade H**

**Group:** Learning and Children  
**Service:** Dryden Centre  
**Location:** learningSkills, educationGateshead  
**Line Manager:** Family Learning Manager  
**Car User Status:** Casual

### **Job Purpose**

To develop, deliver and promote Family Learning opportunities and programmes across Gateshead, Durham and South Tyneside

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

1. To develop wide range of activities to engage and promote learning to families who have children aged 0 - 16 years old.
2. To develop Family English, Maths and Language and Wider Family Learning Programmes in accordance with the requirements of funding, local and national agendas.
3. To design and deliver programmes that include the use of appropriate assessment techniques, differentiated learning, Equality and Diversity and OLT including.
4. To teach Family English, Maths and Language programmes and Wider Family Learning Programmes in a flexible manner in partnership with teachers from participating schools and designated staff from Children's Centres.
5. Promoting and encouraging participation in Family Learning opportunities throughout the borough, particularly in areas where Family Learning is used to engage people who would not normally participate in lifelong learning
6. To work in partnership with organisations from within the local authority and voluntary organisations
7. To establish sound links with these organisations and feedback as and when appropriate
8. To provide progression opportunities for all adults 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 of:**

- Proven knowledge of functional skills, initial and diagnostic assessment and accreditation
- Delivering Adult Learning programmes in a range of settings
- Understanding of Ofsted, QCA and awarding body guidance
- Teaching and learning assessment practices /strategies
- Subject specialism in a family learning (Family English, Maths, Science, ICT or wider learning craft-based subjects)

#### **Experience of:**

- Designing Adult Learning programmes (accredited and non-accredited)
- Developmental work in outreach settings
- Communicating clearly and effectively both orally and in writing
- Working independently with Initiative
- Delivering Functional Skills and NOCN, City and Guilds accreditation
- Administrative skills
- Effective communication skills
- Working collaboratively with colleagues and external partners.

#### **Qualifications:**

- Teaching qualification or equivalent
- Level 2 in English or maths.
- Full Driving Licence, or means of mobility support

### **Desirable:**

#### **Knowledge:**

- Foundation Stage, Primary and or Secondary Curriculum
- A range of IT applications
- Partnership working with a diverse range of organisations



## 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