



Job profile

Learning Disability Development Officer

Grade H

Group: Care, Wellbeing and Learning

Service: Learning & Schools

Location: Dryden Centre

Line Manager: Community Learning Manager

Car User Status: Casual

Job Purpose

To develop, deliver and promote educational opportunities and programmes for people with learning disabilities. Note: this post will require some working outside of office hours.

The key roles of this post will include:

1. To develop innovative learning programmes to engage and deliver personalised learning to people aged 16+ with learning disabilities. Progressing learners towards increased independence and reduce distance from the Labour Market and towards employment.
2. To support the development and delivery of programmes for people with learning disabilities which embed English, Maths and Digital Skills in accordance with learner need; requirements of funding, local and national Priorities.
3. To design and deliver programmes with appropriate assessment techniques, that are personalised and differentiated and which also embed Equality and Diversity.
4. To establish, develop and maintain effective internal and external partnerships with communities and employers to increase learner participation and support.
5. To provide progression opportunities and tracking for all learners involved in the programmes.
6. To develop enrichment opportunities for learners that will contribute to the broad 'Open Door' offer.
7. To ensure management information is collected, collated and supplied according to requirements.
8. To contribute and fully comply with quality improvement systems, processes and procedures.
9. To ensure a safe supportive learning environment; which encourages high levels of educational attainment through outstanding pastoral support.
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.
- Commitment to anti-discriminatory practices.
- Current teaching, learning and assessment practices.
- Strategies to help learners overcome complex barriers to learning.
- Working with people with learning disabilities.

Experience

- Using ILT in an innovative way to enhance the learning experience.
- Developmental work in community and outreach settings.
- Working with challenging learners to overcome multiple and complex barriers to learning and work.
- Working independently.
- Working with People with a Learning Disability or Autism.

Qualifications

- Level 4 teaching or training qualification.
- A qualification in working with people with learning disabilities.

Desirable:

Knowledge

- The application of the Equality Act to learning.
- Apprenticeship Assessor.
- The application of Information Learning Technology to the area of learning.
- OFSTED, Education & Skills Funding Agency and awarding body criteria.

Qualifications

- Level 5 teaching qualification for further or higher education.
- Level 5 teaching Specialism in LDD.
- Safeguarding.
- Full Driving Licence.



Competencies

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