

# Role Specification



Position:	Work and Learning Coach – Digital Skills
Reports to:	Education Manager
Key Relationships:	Directors & ETF Group Staff Local Authority SEN team, Jobcentre Plus Partner Agencies, Schools, Colleges & Employers

## Overview:

This role is primarily a “Teaching and Learning” post that will operate flexibly, in meeting the needs of the business and our customers. This could mean working on assignments that will change from day to day for example:

- Planning and delivering teaching and learning sessions on ETF Group premises or community venues on a 1:1 basis or with small groups
- Develop community-based projects that embed learning activities for our clients
- Working with employers to set up work experience or to support (Job coach) clients placed with employers

The teaching and learning undertaken will link to specific learner needs and staff competence.

## Key Objectives:

1. Plan, deliver and evaluate your work and learning provision
2. Ensure you meet quality and audit requirements
3. Support clients to progress to further learning and work
4. Support learning and work provision to add value to the wider community

## Responsibilities:

### Learning & Work Provision

- Support ETF Group marketing and promote our services to prospective clients and stakeholders
- Providing Information, Advice and Guidance (person centred planning) to clients and other stakeholders
- Work with the client and circle of support on an ongoing basis to develop Person Centred Plans that inform the Individual Learner Plan
- Ensure initial and diagnostic assessment of clients to inform their Individual Learning Plan (ILP) in a person centred manner and embedding RARPA (Recognising and Recording Progress and Achievement) practices
- Support the specific requirements of clients with Special Educational Needs, providing information to update the Education Health Care Plans, and taking part in person centred review meetings
- Plan and deliver teaching and learning; assess clients and evaluate your delivery for learners, to prescribed standards and meeting the requirements of funding/quality bodies (Ofsted, MATRIX, RARPA etc).
- Develop teaching and learning resources to meet the client and curriculum needs
- Provide pastoral support to learners
- Work with employers and community projects as appropriate or when required to:
  - To develop understanding and knowledge of subject related industrial and professional activities.

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- To develop work experience, supported internships, traineeships, apprenticeships and progression opportunities

## Personnel

- Take part in staff appraisal, supervision and maintaining continuing professional development
- Support delivery of staff training in support of CPD needs

## Quality

- Undertake assessment for your area of responsibility, and support:
  - Team and standardisation meetings
  - Self-assessment
- Assist with gaining and maintaining MATRIX and other standards within ETF Group
- If required undertake internal verification for your area of responsibility and supporting,
  - EV visits
  - compliance with audit and awarding body regulations and standards.

## Facilities

- Ensure all work is undertaken in accordance with health and safety rules and policies, generating and reviewing risk assessment.

## Administration

- Ensure your client administration and documentation is accurately completed within the required timeframe
  - including staff calendar, registers, enrolment, pursuing student absence, progression, achievement of goals and any other student related administration as deemed appropriate.
  - Specific SEND paperwork
  - Track progression and destination of clients during and after completion of ETF Group provision
- Provide live and timely information to management

## General

- Attend meetings and conferences within a network of professional contacts as required
- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding and the promotion of Equal Opportunities at all times
- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs.
- Maintain and promote your workplace as a clean and healthy environment
- Undertake any other duties required by senior management.

## Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

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Person Specification	Essential	Desirable
<b>Qualifications</b>		
DTLL's/PGCE (within 3 years be working towards achieving QTLS)	✓	
Assessors Award or equivalent (or willing to undertake)	✓	
Verifiers Award or equivalent (or willing to undertake)		✓
A Vocational Subject at a higher level 3 or above <i>Math/English specialism</i> <i>Hospitality/Catering</i> <i>Horticulture</i> <i>ICT</i>  <i>Wider subjects</i> (supporting preparation for life and work)	✓	
Literacy/Numeracy level 2 or equivalent	✓	
First Aid at Work		✓
<b>Skills &amp; Experience</b>		
Experience in delivery of teaching and learning	✓	
Experience of working with SEND learners	✓	
Experience of supporting Maths & English	✓	
Experience of working to company policies	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
<b>Personal &amp; Work related attributes</b>		
Creative/Imaginative thinker/teacher	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
"Can-do" self-motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	
Committed to equality of opportunity	✓	

## Role information

This role is subject to an enhanced DBS check with a 6 month probationary period.

Annual Leave 28 days inclusive of statutory bank holidays (*holidays to be taken outside of term time*)

Place of Work Plymouth, also required to work at other sites as directed  
(*Must have a valid driving licence, car available, business use insurance for any business related travel*)

Hours of work 37.5 hpw (*This post can only take annual leave outside of term time*)

Salary Band £18,500 to £22,950 depending on experience