

Reports to:	Employer Engagement Manager
Hours:	52 weeks per year
Type:	Fixed Term
Salary:	Up to £19,594.08 (DoE)
Closing date applications	July 2020

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facility in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Main Responsibilities:

Our WayFinder Pastoral Coordinator is employed to:

WayFinder Recruitment Duties:

- Work with the Employer Engagement Manager to quality assure employer placements across the region.
- To source suitable external work placement opportunities.
- To manage employer communication regarding work placements, as directed by the Employer Engagement Manager.
- To work closely with employers to identify and secure vacancies and work placement opportunities for learners.
- Attend briefings and recruitment events as directed by Employer Engagement Manager.
- Any other reasonable task as directed by the Employer Engagement Manager which furthers the work of WayFinder Recruitment and its operations.

Pastoral Mangement Duties:

- Model outstanding planning, assessment and organisation skills so that learner programmes are delivered to plan, with clear evidence.
- Demonstrate high quality support for learners with complex and profound needs.
- Manage all aspects of the learner experience; RARPA, accredited and non-accredited learning outcomes in liaison with subject tutors and job coaches.
- Manage the learner journey process; Initial Assessment, Induction, Baseline Assessment and summaries, set appropriate long- and medium-term goals, monitor progress and achievement of targets linked to goals, produce termly review of progress reports to show progression and outcomes.
- Responsible for maintaining and updating personal learner files.
- Liaise with parents/carers on learner issues where appropriate.
- Build effective relationships and professionally manage and resolve learner issues and concerns.
- Attend moderation meetings for all qualifications to ensure the sharing of good practice and to ensure your learners are progressing as planned.
- Utilise to good effect the specialist support of Speech and Language Therapy, Occupational Therapy services and our health and well-being services.
- Provide detailed and accurate information about learner's progress and performance.
- Participate in the observation process for the college linked to the quality improvement of teaching, learning and assessment.

- Make judgements on the quality of employer placements and in-work progress as directed by the Quality Improvement Manager and Employer Engagement Manager respectively.
- Undertake training as and when necessary for your job role.
- Undertake Job Coach training.
- Participate in the staff appraisal and supervision process.
- Attend internal meetings, briefings and other forums as required.
- Support the curriculum managers in the development and implementation of a holistic curriculum that meets the needs and aspirations of all learners.
- To liaise effectively with colleagues to ensure consistency of approach in teaching and learning across the whole college.
- To promote the vision, culture and ethos of the college.
- To work with tutors to ensure accredited commitments, goals and transition aims are achieved.
- To record data on work placements and provide reports to the Employer Engagement Manager and Quality Improvement Manager.
- To support on placements or in the classroom as directed by the Employer Engagement Manager.
- Ensure staff on placement have all of the tools they require to support learners.

All applicants must undertake an enhanced Disclosure Barring Service (DBS) check and provide two satisfactory references. They should be prepared to undertake training and development and adhere to the principles, policies and procedures of Landmarks at all times.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact the Human Resources Manager.

An induction will be arranged with the Employer Engagement Manager soon after your employment begins.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	Mathematics and English Grade 4 or Equivalent	Systematic Instructor Training (or willingness to study) ICT Level 2 A'Level or higher in relevant discipline
Experience	Successful face-to-face sales or similar Experience within or dealing with the organisations at all levels Significant experience working as Job Coach, mentor or similar Supporting learners with complex needs in employment or community based activities	Social media management Training experience Teacher, tutor or Personal Assistant Supporting Interns on Internships / Apprenticeships or similar
Skills	Effective communication Ability to work under pressure Public speaking and presentation flair Ability to use own initiative Have good organisational skills and attention to detail Good level of written communication	Can identify and maximise learning opportunities
Knowledge	Identifying target employers and the techniques for engaging with them successfully	Methods of research and gathering information in marketing practices

	<p>Understanding of RARPA</p> <p>Understanding of study programmes and Supported Internships</p> <p>Understand the Preparation for Adulthood Agenda and its application</p> <p>Understanding how to embed personal skills into various context and identify learning.</p> <p>Understanding the role of Teacher, pastoral or key worker role</p>	
<p>Personal Attributes</p>	<p>Flexibility is essential to enable Landmarks to meet the needs of learners.</p>	

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52 week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.