

Job Description – Learner Services Officer

Reports to:	Director of Curriculum
Hours:	08.30 – 16.30 (38 weeks per year)
Type:	37.5 hours per week – permanent
Salary:	£20-25k pro rata (dependant on experience)
Closing date:	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:

Your responsibilities will include, but are not restricted to:

- ☞ Ensure the college has a clear transition strategy at all times, that reflects accurately the work of the college and its strategic intent
- ☞ Manage the 'Person Centred Review' (PCR) process, so that all learners receive a timely and accurate review as per their legal entitlement
- ☞ Develop the information, advice and guidance activities of the college, so that learners and families are aware of the options available to them after they leave college
- ☞ Work with college managers and departments to develop a curriculum which promotes discussion about learners futures

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- ☞ Ensure that learners are following pathways that align to EHCP goals and aspirations
- ☞ Management of the quality assurance processes linked to PCRs and Information, Advice and Guidance provided to learners
- ☞ Working with families, improve their knowledge of future options, sign post them to support and create positive working relationships
- ☞ Ensure first rate preparations are made for each PCR, so that they are delivered professionally, in full knowledge of what the learners aspirations are
- ☞ Promote the high quality and excellence of the College by identifying and achieving external quality awards and kite marks (including Matrix)
- ☞ Take responsibility for the implementation of all questionnaires and feedback surveys on all PCR and IAG related activities across the College.
- ☞ Organise and lead on the annual Transitions Fair, inviting external professionals into the college to talk to learners and their families as a signposting opportunity
- ☞ Management of external careers guidance for learners, including arranging appointments
- ☞ Liaise with the Wayfinder Recruitment Agency team to organise, plan and run the annual Careers Week
- ☞ Liaise with the Wayfinder Recruitment Agency to implement the Gatsby Benchmarks within the college from an IAG and transitions perspective

Other

- ☞ Promote equality of access to education, training and employment opportunities for learners and advocate a positive attitude
- ☞ Line manage staff as directed

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.

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	<ul style="list-style-type: none"> ☞ Level 2 Maths and English (willingness to work towards); ☞ 	<ul style="list-style-type: none"> ☞ Bachelor's degree in relevant discipline; ☞ IAG related qualification
Experience	<ul style="list-style-type: none"> ☞ Experience of working successfully within a transitions role. ☞ Experience of EHCP regulatory frameworks ☞ Experience of working on an established MIS system ☞ Experience of implementing quality improvements 	<ul style="list-style-type: none"> ☞ Experience of PCRs in a similar setting ☞ Delivering training to staff teams to improve performance.
Skills	<ul style="list-style-type: none"> ☞ Excellent communication and writing skills ☞ Good analytical skills 	

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	<ul style="list-style-type: none"> ☞ Attention to detail ☞ Time management ☞ accuracy ☞ Effective audit, moderation and review skills ☞ Liaison and communicate effectively with others; ☞ Demonstrate outstanding organisational skills; ☞ Excellent technology skills ☞ Skilled in making effective judgements and using evaluative language. 	
Knowledge	<ul style="list-style-type: none"> ☞ Knowledge of SEND Code of Practice ☞ Understanding of the EHCP frameworks ☞ Use of data and KPIs ☞ SEND Code of Practice ☞ Personalised learning and target setting 	<ul style="list-style-type: none"> ☞ Knowledge and experience of SEND FE teaching methods ☞ Knowledge of SEND FE curriculum ☞ Ofsted's Education Inspection Framework ☞ Understanding of the Gatsby Benchmarks
Personal Attributes	<ul style="list-style-type: none"> ☞ Flexibility is essential to enable Landmarks to meet the needs of our learners. ☞ Enthusiastic and self-motivated ☞ can do attitude ☞ Great sense of humour ☞ Confident and composed ☞ resilient and manages pressure well. ☞ Team player ☞ highly professional ☞ Access to own car and willingness to drive to different locations 	

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.

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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.