

Reports to:	WayFinder Manager
Hours:	37.5 weeks
Type:	Permanent
Salary:	Up to £24,500.00 (doe)
Closing date applications	TBC

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
- Art
- Duke of Edinburgh
- Equine Studies
- Work Experience
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Retail
- Supported Internships

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

WayFinder Recruitment Duties:

- Work with the WayFinder Manager to quality assure employer placements across the region
- To source suitable employers for external work placement and supported internship opportunities
- To manage employer communication regarding work placements, and Supported Internships, as directed by the WayFinder Manager
- To work closely with employers to identify and secure suitable placements for Interns
- Attend briefings and recruitment events as directed by WayFinder Manager
- Any other reasonable task as directed by the Wayfinder Manager which furthers the work of the WayFinder Specialist Employment Service and its operations.

Pastoral Management Duties:

- Demonstrate high quality support for learners
- Manage all aspects of the learner experience; RARPA, accredited and non-accredited learning outcomes
- Responsible for maintaining and updating personal learner files
- Liaise with parents/carers on learner issues where appropriate
- Undertake training as and when necessary for your job role
- Undertake Job Coach training
- Participate in the staff appraisal and supervision process
- To work with other tutors to ensure accredited commitments, goals and transition aims are achieved
- To record data on work placements and provide reports to the WayFinder Manager and Director of Quality
- To support on placements or in the classroom as directed by the WayFinder Manager

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 Director of Human Resources & Core Services.

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"> - Mathematics and English Grade 4 or Equivalent - Full UK Driving license and access to a vehicle 	<ul style="list-style-type: none"> - Systematic Instructor Training (or willingness to study) - ICT Level 2 - A'Level or higher in relevant discipline
Experience	<ul style="list-style-type: none"> - Successful face-to-face sales or similar - Experience within or dealing with organisations at various levels - Job Coach, mentor or similar - Key worker, personal tutor or similar - Supporting learners with complex needs 	<ul style="list-style-type: none"> - Supporting Interns on Internships / Apprenticeships or similar
Skills	<ul style="list-style-type: none"> - Effective communication - Public speaking and presentation flair - Ability to use own initiative - Have good organisational skills and attention to detail - Good level of written communication 	<ul style="list-style-type: none"> - Can identify and maximise learning opportunities
Knowledge	<ul style="list-style-type: none"> - Identifying employers and the techniques for engaging with them successfully 	<ul style="list-style-type: none"> - Methods of research and gathering information in marketing practices - Understanding of RARPA - Understanding of study programmes and Supported Internships - Understand the Preparation for Adulthood Agenda and its application

		- Understanding the role of Teacher, pastoral or key worker role
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In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day’s holiday after your third anniversary, up to a maximum of 5 additional days.

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.