Reports to:	Campus Manager - Doncaster
Hours:	37.5 hours per week (52 weeks per year)
Type:	Permanent
Salary:	£44,329.94 - £48,613.03 DoE

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 children and 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.

Our Doncaster campus will provide personalised study programmes through three pathways: Adult Life & Independence, Vocational and Employability. Each learner's programme will reflect their needs, interests and aspirations, supporting progression towards greater independence, further learning or employment.

The planned curriculum includes four practical subject areas:

- **Creative Arts & Digital Media:** art, creative media, gaming and e-sports.
- **Hair & Beauty Skills:** introductory hair and beauty skills, professional presentation and customer care.
- **Construction & Practical Skills:** introductory construction skills, practical projects and safe working practices.
- **Sport, Health & Fitness:** physical activity, fitness, healthy living and teamwork.

These subject areas are underpinned by a core curriculum comprising English and maths; communication; personal and social development; employability (inc. Supported Internships); enterprise; travel training; and community access. Work experience, enterprise projects, and Duke of Edinburgh activities give learners opportunities to apply their skills, build confidence, and take on new challenges.

The curriculum will develop in response to learner needs, local demand and the availability of appropriate staffing, facilities and delivery partnerships.

Work Location & Travel Requirements

Staff appointments are site-specific by design. However, operational needs may require temporary or permanent work at other sites. Our provision extends across college campuses, employer premises, and community settings close to learners' homes, making a willingness to travel essential.

Staff may also be required to transport learners in their own vehicles, for which insurance implications will be reimbursed. Mileage and expenses incurred during the working day will be covered in line with our travel policy.

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

Leadership & Management

- Lead and manage a team of tutors and site leads to ensure high-quality provision.
- Maintain high aspirations for staff, learners, and site performance, fostering a culture of excellence.
- Ensure all subjects and sessions align with the college's curriculum strategy and quality standards.
- Act as the key liaison between college leadership and site-based staff to ensure smooth operations.
- Implement the curriculum map and provide high-quality evidence of implementation, inclusion, and impact.
- Produce reports and evidence for inspections as directed by the Director of Quality and Curriculum.
- Support staff recruitment, induction, mentoring, and ongoing professional development.
- Ensure all learner journey folders and records (including DatabridgeMIS) are accurate and up to date.
- Oversee transition visits for new and leaving learners.
- Lead site-based meetings, briefings, and committees as required.

Teaching, Learning & Assessment

- Undertake timetabled teaching delivery for up to two days per week, including cover where required.
- Plan and prepare personalised sessions, assess and record learner progress, and maintain RARPA and qualification evidence where applicable.

Quality Assurance & Improvement

- Oversee teaching, learning, and assessment to maintain high standards.
- Implement quality assurance measures aligned with the Quality Improvement Plan and Strategic Plan.
- Produce and analyse quality reports, ensuring data supports robust decision-making.
- Contribute to the annual self-assessment process.
- Ensure all qualification and accreditation activities meet the required standards.

Learner Success & Outcomes

- Ensure high achievement rates, including academic success, transition destinations and RARPA outcomes.
- Work with the Transitions team to prepare learners for their Person-Centred Reviews (PCRs).
- Liaise with parents, carers and other stakeholders as necessary.
- Monitor and address attendance, engagement and behaviour concerns.
- Liaise with integrated therapies, positive support and learner services to ensure wrap-around support is provided at the point of need.
- Maintain safeguarding, health and safety and equality and diversity compliance.
- Be the DSO for your specific site.

Campus Operations & Promotion

- Oversee site operations, ensuring a high-quality learning environment.
- Collaborate with Marketing to promote your site's work via social media.
- Manage transition visits and organise and lead open days or promotional events at your site.
- Ensure all audits and compliance activities are completed in a timely manner.
- Take sole responsibility for the creation, accuracy and ongoing administration of all learner timetables, ensuring they achieve the required ILR hours, include agreed subjects, reflect a coherent study programme and are maintained throughout the academic year.

Learner Recruitment & External Engagement

- Take responsibility for campus-based learner recruitment, working with Marketing and the wider learner recruitment and assessment team to follow up enquiries and support agreed recruitment objectives.

- Arrange and personally facilitate campus tours for prospective learners, their parents or carers and referring professionals, explaining the curriculum offer, support available and next steps.
- Attend and represent the college at external recruitment and promotional events, including school and college events, careers and transition fairs, and relevant local authority or community events.
- Build positive relationships with schools, local authorities and other referral partners to raise awareness of the campus and support suitable learner referrals.
- Keep accurate records of enquiries, tours and event contacts, ensure timely follow-up, and report recruitment activity and progress to the Director of Quality and Curriculum.

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:

Requirement	Essential	Desirable
Qualifications and Professional Development		
Level 2 qualifications in English and maths, or equivalent.	✓	
A recognised teaching qualification.	✓	
A relevant vocational qualification at Level 3 or above in construction, a building trade or a related practical discipline relevant to the curriculum.	✓	
Evidence of recent, relevant professional development in curriculum management and teaching, learning and assessment.	✓	
A relevant bachelor's degree or higher-level qualification in education, leadership or a related vocational discipline.		✓
A specialist qualification or additional training in teaching learners with special educational needs and disabilities.		✓
Experience		
Demonstrable current occupational competence.	✓	

Requirement	Essential	Desirable
Experience of teaching adults with learning difficulties and disabilities, including planning and delivering safe, engaging and appropriately adapted practical learning.		✓
Recent experience of leading and managing teaching staff, including improving staff performance.	✓	
Experience of conducting initial learner assessments to determine placement suitability.	✓	
Experience of implementing quality assurance processes.		✓
Experience of learner recruitment, facilitating prospective learner tours or representing a provider at external events.		✓
Skills and Knowledge		
Ability to inspire and motivate staff and learners.	✓	
Strong organisational and problem-solving skills.	✓	
Ability to monitor and interpret data effectively.	✓	
Knowledge of relevant Ofsted inspection requirements.		✓
Strong verbal and written communication skills.	✓	
Personal Attributes and Practical Requirements		
Flexibility to meet learner and organisational needs.	✓	
Willingness to travel between sites and attend external recruitment and promotional events.	✓	
Access to an appropriately insured vehicle and willingness to use it for business purposes.	✓	

When completing the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the criteria. If there are large numbers of applicants for the post, then all the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process.

In return we will offer:

24/7 Employee Assistance Programme (Westfield Health): Confidential emotional, financial and practical support whenever you need it.

Education Support Helpline: Free, specialist wellbeing support for all teaching and education staff.
Free gym membership at Creswell Heritage and Wellbeing Centre
Access to Trained Mental Health First Aiders: On-site support from staff trained to listen, signpost and offer immediate reassurance.
Comprehensive Westfield Health Package (level 2): Includes a health cash plan, virtual GP appointments, counselling options, discounted shopping and services, and a wide range of wellbeing resources.
Annual Flu Vaccination Voucher: Supporting your health and reducing winter illness.
Access to Additional Discount Schemes: Including the Blue Light Card and other optional staff savings programmes.
Health & Wellbeing Services: Occupational Health support where necessary.
Generous Annual Leave Entitlement: Up to 35 days, dependant on length of service.
Long Service Recognition: Celebrating and rewarding your commitment to the organisation.
Life Cover: Financial protection providing peace of mind for you and your loved ones.

Landmarks is committed to safeguarding and promoting the welfare of our learners and to ensure our learners are protected from abuse. Landmarks is therefore exempt from the Rehabilitation of Offenders Act 1974.

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).

Where a post is eligible, a check against the barred lists will be undertaken. There are different types of regulated activities that employees will need to undertake as part of their role to qualify to be checked on the adult and child barred list.

It is an offence to apply for a role that involves regulated activity to children, if the applicant is barred from engaging in regulated activity relevant to children.
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 or HR@landmarks.ac.uk.