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| **Job Details** | April 2021 |
| **Job Title** | Essential Skills Specialist |
| **Department** | Operations |
| **Reporting to** | Skills Manager |
| **No. Reports** | None |
| **Location** | Tredomen Gateway, Ystrad Mynach, CF82 7EH |
| **Hours of Work** | 8.30am – 16:30pm  The standard hours will be 37.5 per week but the nature of the role will, on occasions, require working more than these hours to ensure core objectives are achieved. This may include evening and weekend work. |
| **Salary** | £23,000 - £25,500.00 |

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| **Purpose of Job / Company Values** |  |
| To implement, plan and deliver to all learners who have been identified with additional learning needs (ALN), ensuring compliance falls in line with corporate and legal requirements to ensure the quality and standards of all provision. To implement strategies in line with the Quality and Teaching & Learning, by promoting basic skills and life learning, to benefit people emotionally, intellectually, socially and economically.  To support The Additional Learning Needs and Education Tribunal (Wales) Act by ensuring all learners with ALN are supported to overcome barriers to learning to achieve their full potential placing learners’ needs, views, wishes and feelings at the heart of the process.  To identify needs early and put in place, timely and effective interventions which are monitored and adapted to ensure they deliver the desired outcomes. | |

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| **Key Responsibilities / Accountabilities** |  |
| * Monitor and evaluate learner tracking and operational systems for all numeracy, literacy and/or Digital Literacy learners identified with a learning need or learning disability. * To supported and/or signpost ALN learners through built relationships with external services for referrals with basic skills and/or learning disability. * Monitor, review and continually develop, numeracy and literacy strategies, policies and action plans with any changes in Government, awarding bodies and Educ8 requirements. * Develop, support and implement teaching and learning strategy in relation to numeracy and literacy to all Trainer Coaches and Quality Assurers. * To monitor and contribute to Educ8s Disability Action Plan to improve Welsh Government targets for supporting ALN learners, in line with Educ8s Disability Policy for learners. * Improve the planning and delivery of additional learning provision, to identifying needs early, putting in place effective support and monitoring, and adapting interventions to ensure they deliver desired outcomes. * Carry out training to all delivery staff in collaboration with the quality/curriculum team for literacy, numeracy and digital literacy paths. * Implement and monitor an effective training plan which supports awarding bodies, government requirements, timely achievement of numeracy, literacy and digital literacy for all learners with an ALN for all learning programmes along with supporting all deliver staff to assistance their learners. * Ensure timely end programme of appropriate qualifications where ALN is identified. | |

* Produce and promote effective interactive resources with the support of the Curriculum team on expectation to ensure meaningful modules for learners to achievement of their full potential.
* Support quality of teaching and learning across all training programmes in collaboration with the Skills Manager and the quality department.
* Ensure up-to-date information regarding Welsh Government requirements to policies are communicated to all delivery staff in relation to numeracy, literacy and digital literacy.
* Ensure training is carried out in line with individual CPD requirement and is monitored in collaboration with individual Route Managers.
* Encourage the development and progression of all essential skills to delivery staff and learners.
* Develop and support delivery staff to carry out appropriate diagnostic testing throughout qualification of learners.
* Support delivery staff where learner needs are identified to target with measurable goals.
* Ensure learners with ALN make good progress through effective tracking by monitoring the

distance learners’ travel from the start of their qualification to the end of their programme.

* Ensure that delivery is varied, motivational and flexible to the needs of staff and learners
* Identify and support training in basic skills to all delivery staff at appropriately levels of experience for teaching and learning in literacy, numeracy, digital literacy, in line with strategies.
* Provide support with the teaching, training and delivery of all programmes in collaboration with the Skills Manager and Quality department.
* Ensure all managers are aware of any changes to regulations and legislation, are supported with the implementation of the changes.
* To manage and communicate Scale of Need to all staff using results from learners WEST accounts.
* Encourage collaboration and information sharing between external agencies to identify early support.
* Ensure quality and consistency of learning resources are ‘fit for purpose’ for basic skills. Elements of the role may involve working with adults at risk, children and young people in an educational setting.
* Reviewing the safeguarding and wellbeing of learners and escalating through the appropriate process where required.

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| **Essential Criteria** |  |
| * Experience with ALN and resources available both internal and external * Knowledge and experience of working with the key bodies. * Resilience * Proven experience of using digital technologies to promote teaching and learning * Demonstrable commitment to equality diversity and inclusion * Suitable to work with adults at risk, children and young people * Digitally competent and confident * Full driving licence, own vehicle and willing to travel across South Wales * Competence in using Microsoft Word, Excel and PowerPoint * Proven experience of using digital technologies to promote teaching and learning * Credible and confident communicator (written and verbal) at all levels * Excellent presentation skills * Excellent time management and organisational skills * Tenacious and results driven with sound business judgement | |

* Passionate about achieving high levels of excellence
* Highly energised and motivated with a high level of commitment
* Hands-on approach and ‘can do’ attitude
* Self-motivated, with the ability to work proactively using own initiative
* Committed to learning and development
* GSCE grade c or above in Maths and English (or equivalent)

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| **Personal Qualities** |  |
| * Ability to promote and adhere to the Company values and behaviours. * Ability to express ideas succinctly and clearly, both verbally and in written work * Passionate about achieving high levels of excellence in education, learning and development * Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement * Highly professional and motivated with high levels of commitment and confidentiality * Self-motivated, with the ability to work proactively using own initiative * Ability to establish good working relationships with a wide range of people * Ability to prioritise work and manage competing demands * Ability to work as part of a team | |

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| **Desirable Criteria** |  |
| * Ability to react flexibly under pressure and to work to tight deadlines * Knowledge and understanding of the Professional Standards for Worked Based Learning Practitioners in Wales * Demonstrable commitment to equality, diversity and inclusion * Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, OFSTED, Information Security Requirements and Safeguarding * Welsh speaker | |

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| **Key Technologies** |  |
| Educ8’s preferred MIS reporting systems, Team8, Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio, Moodle, PowerBi, Teams and Zoom. | |

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| **Key Relationships** |  |
| **Internal** | Sales, Administration, Marketing team, Operations department |
| **External** | Stakeholders, employers and learners |