



## **JOB DESCRIPTION**

**Title:** Learning Support Officer

**Responsible to:** Curriculum Manager

**Location:** Stockman House, Bedford Street, Belfast

### **Main Task**

To be responsible for the delivery and the provision of Personal Life Skills and Employability in accordance with the quality standards of the Awarding Body. To enable young people to make appropriate choices in terms of developing skills, work placements, employability, and personal development.

### **Outline of duties**

- To create, develop and maintain a warm, welcoming and supportive environment responsive to the needs of young people with multiple barriers to learning
- To be responsible for maintaining accurate and comprehensive records of attendance and progress for learners
- To liaise closely with Vocational and Essential Skills Tutors to co-ordinate the delivery of training, focusing on development of a range of lifeskills and employability
- To work closely with the Curriculum Manager to review the quality of provision on offer and take remedial action where necessary
- To assess individual training needs to the young person in line with programme guidelines
- To prepare and support learners to undertake and achieve their programme of learning
- To monitor learner progress in order to complete review reports and provide feedback
- To take appropriate action to ensure each young person has the maximum opportunity to attain a relevant qualification within his/her ability

- To assist young people in identifying and recording achievements throughout their period of training
- To provide support and guidance to young people in relation to compiling evidence for assessment
- To advocate on behalf of clients to assist them address issues/barriers
- To enlist the support of external agencies to assist young people with barriers to employment
- To participate in structured training and development activities in line with the demands of the job and the objectives of the company.
- To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion.
- To work as a member of a team and undertake such duties and responsibilities that are compatible with supportive of company aims and objectives.



## **Terms and Conditions**

<b>Length/ Type of Contract:</b>	Permanent
<b>Salary:</b>	£18,564
<b>Hours:</b>	30 hours
<b>Holidays:</b>	20 days plus 14 Stat Days
<b>Probationary Period:</b>	6 months
<b>Notice:</b>	1 month

**All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.**

**This post will be subject to an Access NI check**



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Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Educated to 5 GCSE's Grade C or above (or equivalent) to include English and Maths	×		Application form
	UUJ Certificate in Teaching		×	Application form
	Youth Work, Counselling or Mentoring qualification		×	Application form
	A working knowledge of current Training & Employment Programmes		×	Application form/ Interview
Previous Experience	A minimum of 1 year previous experience delivering Employability & Personal Lifeskills qualifications	×		Application form
	A minimum of 2 years working with unemployed and young school leavers.		×	Application form / Interview
Experience Required going forward	Experience of attainment of Employability & Personal Lifeskills qualifications	×		Application form
	Experience of standardisation within a working team.		×	Interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Ability to work towards targeted outcomes and deadlines.	×		Interview
	Excellent interpersonal influencing and communication skills.	×		Interview