

Life Long Learning Manager

Location: Connect@ Centres and Social Clubs – Outreach.

Reporting to: Centre Manager

Job Purpose:

To ensure the highest quality of teaching, support and learning for all students, in line with the values of St Joseph's

Purpose of the post

1. To plan, execute, monitor and develop the programme of activities and creative therapies at the Connect @ centres in line with the Caritas St. Joseph's Strategic Plan and in consultation with the Centre Manager and local development workers.
2. To recruit and manage appropriate teaching staff to fulfil the programme of the Centres and ensure appropriate induction and support.
3. To lead and co-ordinate individual student assessment and reporting processes and ensure appropriate liaison with Homes and carers.
4. To work in such a way as to model the values of St. Joseph's- respect, love, community and spirituality – with a focus on the dignity and gifts of each individual

Key areas of responsibility:

1. In collaboration with the others in the SMT, to manage the risk assessment of students, in particular the appropriateness of the course and the systems, for recruitment and induction.
2. To understand and promote the precepts of person-centred-planning and equal opportunities within the Centre and in any outreach activity.
3. To use ICT skills and technology as appropriate.
4. To take the lead in the development of OCR accreditation for students the Connect @ centres.
5. To provide information and statistics for the planning and delivery of the budget for the Connect@ centres as part of the overall Caritas St. Joseph's budget.
6. To be responsible for the supervision of individual or group of students in a variety of settings, including course sessions inside or out and outreach visits into the community.
7. In consultation with the Centre Manager, recruit and manage staff and consultants as appropriate. Ensure St. Joseph's personnel procedures and policies, including training and development, are applied so as to support fair treatment and good morale.
8. To liaise with: local disability network groups; Adult learning providers, schools and 6th form colleges; Social Services learning disability teams; Other relevant areas as appropriate.
9. Keep aware of current statutory regulations in the various fields and apply the terms as necessary.

10. To take a particular care in the areas of Health & Safety, Risk Management and Safe Guarding Adults. Monitoring them to a high level, ensuring policies and procedures are applied.
 11. To liaise with community Homes, parents and carers as necessary on learning or behavioural areas for students.
 12. To create and maintain an appropriate, safe and effective physical environment for the delivery of the courses, in all centres in the Diocese.
 13. To take an active role as part of the Senior Management Team, reporting to the Centre Manager.
 14. To undertake the monitoring of staff in line with the current Support and Supervision policy, both at the Centre and the Connect @ centres in the Diocese.
 15. To take responsibility for one's own development.
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Person specification: Life Long Learning Manager

Contract type: Permanent

Salary: £18,000 per annum (£30,000 full time equivalent)

Hours of work: 21 hours per week

Knowledge and Experience

1. Experience of people with learning disabilities essential, including those with moderate and severe learning difficulties and those with challenging behaviour.
2. Experience of developing programmes of Life Long Learning for people with learning disabilities.
3. Experience of delivering life-long learning through mediated communication techniques.
4. Experience in supervisory or management role.
5. Working knowledge of the policies and legislation in the field is desirable, especially "Valuing People".
6. Working knowledge of Adult Safe Guarding Experience of Risk Assessment procedures for both students and of working practices desirable.
7. Organisational skills.
8. Interpersonal skills, including especially diplomacy and communication, both oral and written.
9. Computer literate
10. An understanding and empathy of the social and moral teaching of the Catholic Church.

Competences required

1. Able to offer commitment to people with learning difficulties
2. Able to empathise with the mission and values of Caritas St. Joseph's and support the spirituality of the Centre.



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3. Capacity for innovation and creativity.
4. Possesses the ability and temperament to enthuse others.

Qualifications required

Teaching or learning qualifications or qualifications in the field of special needs/learning disabilities.

Other

The post is subject to an enhance check by Disclosure and Barring Service.