

Job Description

Job Title: Lead English, Maths, IT & Employability (EMIE) Officer

Reports to: Curriculum Manager

Location: Home based with UK wide travel

Purpose

Working within the Operational Support Service in collaboration with operational colleagues to ensure the high-quality delivery of services and continuous improvement across a broad range of services, education, and training provision within Shaw Trust. As Lead EMIE Officer one of your main responsibilities will be to work with operational teams to embed EMIE across all provision. This will involve developing a robust fast-track system for Functional Skills across Shaw Trust. You will also provide guidance and direction for Special Educational Needs and Disabilities (SEND) provision in the curriculum to ensure learner achievement and progression through effective inclusion of all learners. Creating opportunities to work closely with employers to create sector specific opportunities for the people we support and working closely with the Curriculum Manager to deliver on the Curriculum intent and digital strategy. Acting as a champion of the continuous improvement culture across Shaw Trust to support operational teams to meet and exceed expectations in line with the Shaw Trust Strategic Directive 2030.

Main Duties and Responsibilities

1. Create, deliver, and monitor a fast-track system to progress the people we support to complete their English and Maths Functional Skills within a minimal timeframe, on any programmes delivered across all provisions.
2. To work with Curriculum Manager to develop and deliver upon the digital skill strategy to meet the organisational Strategic Directive 2030.
3. To embed the Essential Digital Skills across all provision to ensure we have timely and effective outcomes.
4. Working closely with the Qualification Manager to ensure the awarding organisations we are using are value for money and cost effective.
5. Lead on and research the best solutions to embed Functional Skills across all provisions, with the remote invigilation in mind with a good understanding JCQ and Ofsted requirements.
6. Work closely with the Curriculum Manager to develop resources for Maths, English, and Essential Digital Essential Skills.
7. Deliver workshops across all provisions with changes to EMIE rules and regulations and how it will be embedded.
8. Create a directory of employers with employment opportunities for the people that we support to benefit from across all programmes.
9. Liaise with current employers to ensure the importance of EMIE within the workplace.
10. To provide guidance on innovative ways to develop EMIE across all provisions.
11. To provide guidance and support on SEND to ensure curriculum, resources and teaching/learning/assessment strategies meet the diverse needs of learners.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.

3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title: Lead EMIE Officer</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Trained to Cert Ed level or a similar qualification (E) • Level 5 specialist qualification in Literacy and/or Numeracy (E) • Coaching and mentoring qualification or willing to undertake an Apprenticeship at Level 4 or 5 coaching and mentoring (D) • Leadership and management training/qualification (ideally Level 5, or equivalent) or willingness to undertake training (D)
<p>Experience</p> <ul style="list-style-type: none"> • Relevant previous experience in teaching/training field (E) • Previous experience in Leading on Level Programmes or similar courses (E) • Experience of working with NEETs and/or disadvantaged people (E) • Experience of using IT in the learning environment e.g., delivery of blended learning (E) • Knowledge and experience of SEND in education settings (E) • Experience in developing resources for Essential Digital Skills (D) • Experience of developing strategy and programme development (D) • Experience of ISO 9001 and Investors in People (D) • Experience of Ofsted regulatory requirements (D) • Experience of Matrix and Merlin standards (D)

Skills and Attributes

- Ability to work flexibly to cope with the varying demands of the role and achieve desired results. **(E)**
- Experience of negotiating and influencing in a complex change environment. **(E)**
- Proven experience of making presentations to stakeholders with success in delivering messages effectively. **(E)**
- Ability to motivate, coach and support operational managers to maximise their staff's performance and ensure quality of delivery. **(E)**
- Ability to identify and assist with the requirement for and design of training to support performance improvement. **(E)**
- Ability to set, monitor and report on performance and on improvement targets. **(E)**
- A motivational, flexible and problem-solving approach. **(E)**
- Excellent presentation and communication skills at all levels, verbal and written. **(E)**
- Skilled in negotiating and influencing discussions. **(E)**
- Excellent organisational and time management skills demonstrating ability to produce work to high quality standards. **(E)**
- Ability to work on own initiative and within a team. **(E)**
- Good IT skills, including competent use of MS Word, PowerPoint, Excel, Visio, Teams. **(E)**
- Good attention to detail, English writing skills, report writing and planning skills. **(E)**
- Skilled in analysing and reporting on data. **(E)**

Personal qualities, communicating and relating to others

- Positive attitude to equality within employment. **(E)**
- Flexible, adaptable and innovative. **(E)**
- Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly. **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check at Basic level. **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**
- Willingness to travel and work flexibly as part of the role **(E)**