

JOB DESCRIPTION

LEARNING AND DEVELOPMENT MANAGER

Reports to	Behaviour and Curriculum Manager
Responsible for:	Team Leaders
Hours	Monday to Friday, 09:00 - 17:00
Annual Leave	23 days (up to 3 days allocated for Christmas closure) + bank holidays

Job Overview

Based in the JigsawPlus Centre for Lifelong Learning, the role is responsible for managing the programme of staff training, development and succession planning, ensuring highly effective delivery across job roles at JigsawPlus. The jobholder also provides line management to the Team Leaders to ensure a collaborative and supportive team.

Main duties and responsibilities

- Manage a programme of initial and staff refresher training, ensuring that all staff across JigsawPlus have the necessary, up to date training to effectively fulfil their roles.
- Guide and mentor new staff through their initial training and induction period, ensuring timely and effective completion of probationary periods.
- Lead the design, development and implementation of an ongoing programme of succession planning between job roles JigsawPlus, taking direction and guidance from the Behaviour and Curriculum Manager.
- Under the direction of the Behaviour and Curriculum Manager, drive the development of staff competencies and keep the Senior Management Team up-to-date with any relevant issues.
- Train and develop Team Leaders in all aspects of their role.
- Support in the revision of JigsawPlus policies and procedures, checking allocated policies for updates required.
- Run regular Applied Behaviour Analysis (ABA) based training and study sessions with staff.
- Liaise with SCIPr instructors and Support Services Manager on training related requirements.
- Run bespoke training sessions with individuals or small groups of staff on areas that will help improve standards or as requested by staff.
- Maintain accurate and up to date staff training records, ensuring training is completed in a timely manner.
- Co-ordinate and write up training day overviews.
- Co-ordinate the induction training process for all new Learning Support Workers to include running training sessions. Liaise with the Team Leaders, Line Managers and study markers throughout the process.
- Ensure that all new staff have shadowing and buddying opportunities, particularly during the first 2 weeks of their employment.
- Provide feedback to senior staff to inform discussions at the probationary reviews for new staff.
- Maintain marking table and Care Certificate register, ensuring this is accurate at all times.
- Act as Deputy Designated Safeguarding Lead on behalf of JigsawPlus, working with the Support Services Manager, as Designated Safeguarding Lead, to manage safeguarding queries, concerns or investigations in an appropriate and timely manner.
- Line manage and support the JigsawPlus Team Leaders and implement strategies to ensure Team Leaders are able to develop their roles as managers and as providers of quality services to learners.
- Through effective performance management, support Team Leaders to ensure learners receive a broad and balanced programme.

- Model responsive leadership when receiving staff queries, concerns or questions, acting to resolve issues raised and providing clear and timely feedback either on actions taken or on reasons for why direct action may not be possible.
- Oversee the quality of teaching and learning of within allocated Team(s) (using the TPRA, Teaching & Learning observations) and provide feedback in different formats including written follow-up notes.
- Review and sign off annual review paperwork compiled by Team Leaders, prior to dissemination to parents, guardians and/or other third parties as appropriate.
- Review JigsawPlus-wide data on a monthly basis and provide summary feedback to the staff team linked to the above targets.
- As a BCBA Supervisor, ensure required supervision hours are provided, holding a personal supervision caseload and managing distribution and delivery of other case work (e.g. RBT courses)
- Mark study of own mentoring group and provide feedback and support to embed learning with individual group members.
- Sit with the Director of Support Services, Behaviour and Curriculum Manager and the Support Services Manager as a member of the learner assessment panel, to decide on the terms of placement offers.
- Monitor, review and evaluate staff performance in agreed key areas and provide reports to the Director of Support Services.
- Understand and implement Health and Safety policies and Emergency and Fire procedures.
- Promote safe working practices and ensure the security of the workplace is maintained at all times.
- Maintain confidentiality in and outside the workplace with particular regard to data on Jigsaw's computer systems
- Support the aims and ethos of Jigsaw, setting a good example in terms of dress, behaviour, punctuality and attendance.
- Adhere to all company policies and procedures within defined timescales.
- Undertake any other tasks which can be reasonably expected in relation to the role.

PERSON SPECIFICATION

Knowledge, skills and experience

- Masters in ABA or completion of CABAS Master Teacher Rank
- Board Certified Behaviour Analyst (BCBA) desirable or possess the required coursework to be eligible to sit the BCBA exam
- Level 5 Diploma in Leadership for Health & Social Care and Children and Young People's Services desirable or commitment to completing this whilst in post
- Substantial experience of working in a Team Leader / Supervisory role
- Experience of working with adults with learning disabilities and differing levels of verbal behaviour.
- Committed to regular ongoing professional development and training including developing knowledge of autism spectrum disorders and associated disabilities
- Works to a high level of accuracy with excellent written and verbal communication skills
- A team player who can work well under pressure

Personal qualities

Achieving results

- Draws sound conclusions based upon a mixture of analysis, evidence and experience
- Engages in action at the right time and to achieve results
- Edits work delegated to others
- Advises and / or develops practical solutions to address resource issues that impact the effectiveness of a team or project and the work to be delivered
- Delegates responsibility to individuals and makes them accountable for successful execution

Building relationships

- Advocates on behalf of learners to senior management, identifying approaches that meet the learners' needs, as well as those of the Organisation
- Reacts purposefully to frustrations
- Communicates complex issues clearly and credibly with widely varied audiences
- Negotiates in a constructive manner when tackling difficult issues
- Manages compliance, ethical and other issues to protect the Organisation's reputation and respect its obligations.

Planning for the future

- Promotes a shared understanding of the Organisation's needs and strategic direction to rally teams
- Identifies and creates opportunities to initiate new partnerships that will facilitate the achievement of strategic goals

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment