FORWARD FUTURES GROUP LTD | FOCUS • FLOURISH • FULFIL

Skills & Development Lead – Teaching & Learning

JOB DESCRIPTION AND PERSON SPECIFICATION

Employer	**Forward Futures Group Ltd**
Reports to	Founder and CEO
Salary	£28,000 per annum
Contract	12-month fixed term | 37 hours per week, year-round
Probation	Three months, subject to employment contract
Base	140 Church Road North, Skegness, PE25 2QJ, with Lincolnshire outreach

About Forward Futures Group Ltd

We are a relationship-led provision supporting children, young people and adults through alternative provision, SEND/SEMH support, personal development and employability. Our FOCUS • FLOURISH • FULFIL approach reflects our belief that engagement comes before progress. We deliver individual and small-group programmes, typically with up to 10 learners.

Purpose of the role

To plan, deliver, assess and review engaging sessions for individual learners and small groups; build positive relationships and use effective de-escalation; and provide oversight of teaching and learning quality, learner progress and impact. This is a hands-on role suited to an experienced practitioner with the potential to develop leadership skills, supported by the CEO.

Key responsibilities

1. Delivery and learner progress

- Plan, prepare, deliver and evaluate inclusive, engaging sessions matched to learners' needs, interests and starting points.
- Assess learners' progress, set achievable goals, maintain clear records and contribute to reviews and transition planning.

- Embed English, maths and communication skills into practical learning activities, adapting approaches to learners' individual needs and starting points, alongside confidence, resilience, life skills and employability.

2. Relationships, behaviour and inclusion

- Build trusting, consistent relationships and create a safe, welcoming learning environment.
- Use positive behaviour support, appropriate de-escalation and SEMH-informed approaches to respond to distress or dysregulation.
- Adapt activities for SEND/SEMH needs and work constructively with families, referring professionals and colleagues.

3. Teaching, learning and impact oversight

- Provide oversight of teaching and learning quality by reviewing session delivery, learner progress, records and opportunities to improve inclusive practice.
- Monitor engagement, progress and outcomes; review evidence of impact and share clear findings with the CEO.
- Identify practical improvements and support colleagues to strengthen teaching and learning where appropriate.

4. Safeguarding and professional practice

- Follow safeguarding, child protection, information-sharing, health and safety and professional-boundary procedures; promptly record and report concerns to the DSL.
- Support safe centre-based and outreach delivery, follow relevant learner support plans and risk assessments (including EHCP outcomes where applicable), and maintain accurate attendance and incident records.
- Undertake appropriate training and, once assessed as competent and formally appointed, carry out Deputy Designated Safeguarding Lead responsibilities.

5. Additional responsibilities

Undertake other reasonable duties to support the effective operation and development of Forward Futures Group Ltd, appropriate to the nature and level of the role and the postholder's skills and competencies. This description may be reviewed in consultation with the postholder as the organisation develops.

Person specification

Area	Criterion	Status
Qualifications	Level 3 Education and Training qualification, or	Essential

	recognised equivalent/higher teaching qualification.	
Qualifications	GCSE English and maths at grade 4/C or above, or recognised Level 2 equivalents.	Essential
Delivery	Experience planning, delivering and assessing engaging learning or development sessions.	Essential
SEND/SEMH	Experience supporting learners with SEND/SEMH needs or significant barriers to engagement.	Essential
Behaviour	Confidence in positive behaviour support, relationship-building and de-escalation.	Essential
Safeguarding	Sound safeguarding awareness, professional boundaries and accurate recording.	Essential
Quality	Ability to assess progress and potential to develop oversight of teaching quality and impact.	Essential
Personal	Calm, adaptable, reflective and committed to inclusive, learner-centred practice.	Essential
Additional experience	QTS/PGCE; alternative provision; teaching and learning leadership; advanced safeguarding/DDSL; adult employability.	Desirable
English and maths	Ability to embed English and maths in practical learning and personal development activities for learners with differing needs and starting points.	Essential

Accredited learning	Experience working with awarding organisations or supporting accredited learning, assessment evidence and associated quality requirements.	Desirable

Safeguarding and appointment

Forward Futures Group Ltd is committed to safeguarding. Appointment is subject to satisfactory references, identity, right-to-work and qualification checks, and an enhanced DBS check with barred-list information where eligible. The successful candidate will complete required safeguarding training.

Contract review

The role will be reviewed towards the end of the initial 12-month term, taking account of organisational development, service needs and financial sustainability. Any extension or move to permanent employment is subject to agreement and is not guaranteed.