

Job Description

Job Title:	Prince's Trust - Deputy Team Leader
Reports to:	Princes Trust Coordinator

37 hours per week

Starting Salary £16,835 (within the range of £16,835 - £17,685 per annum)

(Scale C)*

***Subject to job evaluation moderation**

Main purpose and scope of the post:

GB Met is a Delivery Partner of the Prince's Trust 'Team' Programme. We are seeking to appoint a Deputy Team Leader to support the running of these programmes. The main focus of this role is providing support to the Team Leader in the recruitment, delivery and running of the Team programme. The programme is outlined below but involves a residential week away with the group and the facilitation of community based projects. You will provide pastoral and educational support to young people on a group and 1-1 basis and ensure that Prince's Trust paperwork and ILRs are completed in a timely manner. You will also support learners in the setting, achieving and reviewing of SMART targets. You will need to have the flexibility to work from our Brighton, Hove and Shoreham team bases.

Prince's Trust:

The Prince's Trust is the UK's leading youth charity offering 14-30 year olds opportunities to develop their confidence, skills and job chances, improve motivation and attendance at school, start their own business and overcome barriers and move forward in their lives. It aims to help young people who would not otherwise have the opportunity to succeed – particularly focusing on those who are unemployed, under-skilled, within or leaving the criminal justice system or leaving care.

'Team'

Team is a 12 week programme of personal development. Teams of up to 15 young people participate in a challenging and action-packed programme, a major part of which involves teamwork in the community. It is for a broad mix of unemployed 16-25 year olds. The programme aims to support young people into employment, further education and training. All Team activities are carried out under the guidance of the Team Leader. The supportive learning environment of a Team is vital to successful personal development.

Responsibilities:

The post-holder would report to the Prince's Trust Coordinator. On a day-to-day basis, the post-holder is supervised by their Team Leader.

The post holder will be accountable for:

- A. Providing the Prince's Trust Team Leaders with Deputy level support to recruit, plan and deliver the Prince's Trust Programme
- B. Providing in-class and mentoring support to learners with literacy, numeracy, language needs to Prince's Trust Team learners
- C. Provide pastoral and emotional support and promote harmony within the team
- D. Administration and organisation support of the Prince's Trust Programme

ACCOUNTABILITY A

Providing the Prince's Trust Team Leaders with deputy level support to recruit, plan and deliver the Prince's Trust Programme

1. Support in meeting targets for learner recruitment through programme promotion and interviewing of Prince's Trust Team participants.
2. Support Prince's Trust Team Leader in the development of a timetable and scheme of work and lesson plans.
3. Support in the completion with learners of Prince's Trust paperwork, ILPs, student folders, target setting, basic skills for life assessments and reassessments.
4. Carry out 1-1 reviews with young people and monitor progress towards learning and personal goals as per agreed schedule.
5. Support in the gathering of evidence as required and preparing of portfolios for verification.
6. Producing certificates for attending an "in-house" workshop.
7. Work with the Prince's Trust Team Leader to update progress reports on a daily basis.
8. Support for the Prince's Trust Team Leader with completion of risk assessments.
9. Support the Prince's Trust Team Leader in the planning and risk assessing of the 'Team' Residential for 5 days on each 12 week programme whilst attending.
10. Act up as Team Leader in their absence (only upon completion of the Prince's Trust Team Leader training course).
11. Support the Team Leader with delivering on targets for learner retention. Achievement, success and progression.

ACCOUNTABILITY B

Providing in-class and mentoring support to Prince's Trust Team learners with literacy, numeracy, language needs

1. This support may be for:
 - a whole class (usually small group size)
 - a specific group of learners identified as having support needs
 - an individual student with a specific support need.
2. Support learners to access the curriculum and achieve their potential in their lessons. This may include:
 - helping to ensure appropriate behaviour
 - working with others in the classroom
 - supporting students with specific literacy, numeracy and language skills
 - organisation and study skills or independent learning
 - keeping learners on task
 - providing specific specialist support for a disabled student
 - supporting integration into the group.
3. Where appropriate, to assist with the organisation and delivery of reasonable adjustments for disabled learners.
4. Use the information provided by, and about, learners to work with them and to modify their support.
5. Attend meetings and training as appropriate to develop skills to support learners and share expertise.

ACCOUNTABILITY C

Provide pastoral and emotional support and promote harmony within the team.

1. Build supportive and positive relations with each member of the group based on trust and mutual respect.
2. Ensure that each learners emotional and support needs are identified and that targeted and individualised support is provided.
3. Guide and support Team Participants to realise their potential.
4. Support in the development of confidence and raised self-esteem.

ACCOUNTABILITY D

Administration and organisation support of the Prince's Trust Programme

1. Provide the Prince's Trust Team Leader with administrative and organisational support in completing all relevant College and Prince's Trust paperwork:
 - ILPs and eILPs
 - Learner files
 - Enrolment and Induction information
 - Prince's Trust incident forms
 - Portfolio of evidence (ILR)
2. Organise external speakers and workshops, logging learners' attendance at these for their Workshops Attended certificate.
3. Administer and support in the initial assessment of learners.

NOTES:

Safeguarding Children and Vulnerable Adults

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

Equal Opportunities and Diversity

All employees of City College Brighton & Hove are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

Health and Safety

It is the responsibility of all employees to co-operate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

Person Specification

Job Title:	Prince's Trust – Deputy Team Leader
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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Prince's Trust - Deputy Team leader. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Experience

Essential

- Previous experience in working and supporting vulnerable young people and learners with disabilities
- Experience of working with learners who have literacy, numeracy, language, emotional or behavioural difficulties.
- An awareness of H&S issues
- An awareness of Safeguarding issues

Desirable

- Experience of working with learners with challenging behaviour
- Experience of working with young people aged 16-25

Qualifications

Essential:

- Confidence with literacy and numeracy. GCSE or equivalence in English and Maths

Desirable:

- First Aid certificate
- Experience of, and familiarity with, an educational environment.
- Experience of working with learners with challenging behaviour.

Knowledge/understanding/skills/abilities

Essential:

- Strong organisational ability
- A positive, flexible and adaptability approach to work

- A willingness to take students away for residential weeks
- Excellent communication skills and sensitivity to the nature of the work
- Ability to work on own initiative and as part of a team
- Ability to work in a confidential manner

Qualities

- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values