



## Prince's Trust Team Leader

### Job Description

<b>Faculty / Department:</b>	Adult and Community Development	
<b>Campus:</b>	Prince's Trust Team (Burton upon Trent)	
<b>Responsible to:</b>	Head of Learning	
<b>Responsible for:</b>	N/A	
<b>Grade:</b>	Salary: £20,061 (Grade 2B, SCP 16) increasing to £20,718 per annum upon completion of first team. (Pending a pay increase October 2022)	<b>Hours:</b> Full Time, 37 hours, permanent, (1.0 FTE)

#### Role Summary:

To oversee and coordinate the recruitment, planning and delivery of the Prince's Trust Team self-development programme. The post holder is required to proactively engage with a wide variety of community organisations and employers to ensure that all required elements of the programme are achieved including: a team-building residential, fundraising activities, community project, work experience, team challenge and final presentation. They will also deliver a range of qualifications aligned to the course including: Prince's Trust – Employability, Teamwork and Community Skills Award/Certificate, City & Guilds L1 Employability Certificate and OCN L1 Employability Award. Often working within the community, either independently or in small teams ensuring the learners in their care are able to develop employability and life skills in a safe environment.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Recruitment of learners to the Prince's Trust Team programme, including liaising with training managers, employment services, employers, youth organisations, schools and colleges as necessary.
- Work with the Support Worker to ensure learning objectives are achieved for all learners, including the achievement accredited learning outcomes and the development of soft skills.
- Liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for team members.

- Plan the Prince's Trust Team Programme through preparing a scheme of work detailing what is taking place on each day of the course and the objectives to be achieved, including how practical activities will help the learners to achieve their qualifications
- Deliver the Prince's Trust Team Programme to include: a team-building residential, fundraising activities, community project, work experience, team challenge and final presentation.
- Provide leadership and guidance to the learners by following the Prince's Trust Team Leader guidelines on the delivery of the programme, taking responsibility for their health, safety and welfare - including appropriate disciplinary procedures.
- Conduct regular individual and group meetings with learners to ensure they are on track to achieve their individual learning aims, and to encourage learners to evaluate their own performance.
- Maintain appropriate records of the team and individual performance and progress, through the college's online tracking system, to ensure all learners achieve the qualifications they are enrolled on, as well as the personal development targets such as: teamworking, problem solving, tolerance, communication, confidence and leadership.
- Complete an evaluation following each team delivered which reports on individual learner achievements, learner progression and lessons learnt for the future.
- Other such duties as are necessary for the maintenance and development of the Team Programme, such as providing residential cover.
- Supporting other allied courses when required, such as providing work experience tasks for the college's Traineeship course.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.

- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at (25.11.2020). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

## PERSON SPECIFICATION

### Prince's Trust Team Leader

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Hold a Certificate in Education and Training or be willing to work towards this qualification</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Qualified to at least Level 3 in a relevant subject.</li> <li>Commitment to work towards gaining TAQA certification</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Minimum of 4 GCSEs at Grade C or above, or equivalent qualifications, to include Maths &amp; English</li> </ul>	A, I, P		A, I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of developing employability skills and getting the best out of young people</li> </ul>	A, I, R	<ul style="list-style-type: none"> <li>Experience of working with multi agencies to recruit, and deliver educational courses</li> <li>Experience of planning educational courses including writing schemes of work</li> <li>Experience of organising and leading meetings to evaluate the achievement of performance objectives</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Experience of delivering training courses including accredited qualifications</li> </ul>	A, I, R		A, I
	<ul style="list-style-type: none"> <li>Experience of assessment/internal verification processes and hold relevant TAQA qualifications</li> </ul>	I, R		A, I
	<ul style="list-style-type: none"> <li>Experience of and commitment to developing</li> </ul>	I, R		
	<ul style="list-style-type: none"> <li>Experience of working independently with little supervision</li> </ul>	I, R		

<p><b>Skills/ Aptitudes/ Competences</b></p>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to provide a positive role model for young people which fosters the volunteering ethos</li> <li>• Self-motivated, possessing lots of energy able to motivate learners who may have had negative experiences of education.</li> <li>• Excellent leadership skills in either a work or private context</li> <li>• Able to work flexibly within the department and as part of the wider college team</li> <li>• Good IT skills including a working knowledge of Office 365</li> </ul>	<p>I, R</p> <p>I, R</p> <p>I, R</p> <p>I</p> <p>I</p> <p>I, P</p>	<ul style="list-style-type: none"> <li>• Knowledge of the local community, its organisations and agencies</li> <li>• Knowledge of current personal development training methods</li> <li>• An understanding of safeguarding and its importance within the college</li> </ul>	<p>A</p> <p>A</p> <p>I</p>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• A willingness to undertake relevant CPD.</li> <li>• An awareness of and commitment to diversity and equality of opportunity.</li> <li>• A willingness to work unsocial hours when necessary</li> </ul>	<p>A, I</p> <p>A, I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others stakeholders.</li> <li>• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties.</li> </ul>	<p>I</p> <p>I</p>