



Prince's Trust Team Support Worker

Job Description

Faculty / Department:	Adult and Community Development
Campus:	Prince's Trust Team
Responsible to:	Head of Learning
Responsible for:	N/A
Grade:	Salary: £18,327 per annum (SCP 13, Grade 2A)
Hours:	Full Time, 37 hours per week, Fixed Term until May 2023 (1.0 FTE)

Role Summary:

To support learners with the successful completion of their qualifications on the Prince's Trust Team programme. To work closely with team leaders, helping to facilitate initial assessments and create group profiles for each team. To also establish individual learning plans for learners, supporting those learners with learning difficulties either in small groups or on a one-to-one basis.

Main Duties and Responsibilities:

Work Processes and results

- Conduct initial assessments, draw up Individual Learning Plans to facilitate individual learners' achievement and support
- Liaise with Team Leaders and learners to create a comprehensive group profile for every team, indicating how best to support the learners on each team
- Work with the college's Learning Support department to organise specialist assessments for learners and agreeing individual support plans with learners
- Provide support to learners with identified skills needs, social needs and behavioural needs when necessary
- Work with Team Leaders in all locations to enable learners to complete portfolios and achieve qualifications through an embedded Prince's Trust Team Programme
- Support the internal verification of qualifications in order to meet awarding body

requirements

- Support the delivery of residential activities, including attending residential centres with Team Leaders when necessary
- Provide work placement support to learners when required
- Liaise with Team Leaders and other staff in planning, reviewing and evaluating programmes for learners
- Other duties as are necessary for the maintenance and development of the Prince's Trust Team programme Staffordshire. For example, supporting Team Leaders in the delivery of the final presentation when required.
- Delivering/supporting other allied programmes when required, such as supporting learners with their work on the 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.
- Undertake further professional training as required

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 June 2022. 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.



PERSON SPECIFICATION

Prince's Trust Team Support Worker

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

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Minimum of 4 GCSEs at Grade C or above, or equivalent qualifications including Maths & English Qualified to Level 3 English First aid at work certificate (renewable every 3yrs) or willingness to attain this required qualification. 	<p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> Level 3 Award in English for Literacy and Language Teaching Training, Assessment, and Quality Assurance (TAQA) qualified 	<p>A</p> <p>A, I</p>
Experience	<ul style="list-style-type: none"> Experience of conducting initial assessments with learners and establishing Individual Learning Plans Experience of working with personal information and working confidentially Experience of and commitment to developing the potential of all young people 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p>	<ul style="list-style-type: none"> Experience of working as part of a small team Experience of working with employers in establishing WEX opportunities Experience of assessment/internal verification processes and relevant TAQA qualifications, or commitment to work towards TAQA certification Proven track record of working towards and achieving 	<p>A, I</p> <p>A, I</p> <p>A, I</p>

			targets and standards in an educational/ training environment	A, I, R
Skills/ Aptitudes/ Competences	<ul style="list-style-type: none"> • Excellent planning and organisational skills • Ability to provide a positive role model for young people • Self-motivated and well organized • Ability to manage own time effectively to ensure the most vulnerable learners are supported • Effective team working skills 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, P</p> <p>A, I</p>	<ul style="list-style-type: none"> • Knowledge of the local community, its organisations and agencies • Knowledge of current personal development training methods • An understanding of safeguarding and its importance within the college 	<p>A, I</p> <p>A, I</p> <p>A, I</p>
Other	<ul style="list-style-type: none"> • A willingness to undertake relevant CPD. • An awareness of and commitment to diversity and equality of opportunity • A willingness to work unsocial hours when necessary 	<p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> • 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. • Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties. 	<p>A, I</p> <p>A, I</p>