

## Job Description and Person Specification

### Prince's Trust Achieve Team Leader

Team:	Prince's Trust
Reports to:	Head of Learning/Deputy Head of Learning (Inclusion)
Location:	Broadwater

### Job Purpose

Chichester College Group is a Delivery Partner of the Prince's Trust 'Team' Programme. We are seeking to appoint a Team Leader to lead on the running of these programmes. The main focus of this role is providing operational leadership 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, Worthing and Shoreham team bases.

As the operational leader, you would be the senior post holder and responsible for the line management of the Prince's Trust Deputy Team Leader. We are looking for committed, energetic and driven individual who will ensure that each Team programme is successful. Ideally you will already have completed the Prince's Trust Team Leader course and hold a current teaching qualification or be willing to work towards gaining this.

#### 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.

#### 'Achieve'

Achieve is a year long programme of personal development. Groups of up to 15 young people. It is for a broad mix of 16-18 year olds. The programme aims to support young people into employment, further education and training. The supportive learning environment of Achieve is vital to successful personal development.

## Job Description and Person Specification

### Key Responsibilities

You will report to the Princes Trust Coordinator

The post holder will be accountable for:

- A. Operationally leading on the recruitment of the Prince's Trust 'Team' programme
- B. To plan and deliver the 12-week personal development programme in line with the Prince's Trust Toolkit and funders' specifications.
- C. To ensure that links with external partners, employers and agencies are developed and maintained to promote the values of the Prince's Trust Programme and promote the work of the college
- D. To provide operational leadership and guidance to the delivery team and take responsibility for the health, safety and welfare of the Team during all parts of the programme; including supervision at all times (including a 5 day residential).
- E Complying with College wide policies and procedures

### ACCOUNTABILITY A

1. Operationally leading on the recruitment of learners to the Prince's Trust TEAM programme.
2. Provide line management to a Deputy Team Leader, ensuring they have clear targets and objectives.
3. To recruit a mix of unemployed Team Members to participate in each Team; ensuring targets are met and that paperwork is completed for each.
4. To develop and maintain a local database/contact file with up to date recruitment and referral opportunities.
5. Maintain accurate records of Team and individual performance and progress, as required.
6. Complete line management reviews and appraisals as agreed
7. Deliver on targets for learner retention and success
8. To ensure that recruitment onto the programme promotes equality and diversity

### ACCOUNTABILITY B

## Job Description and Person Specification

1. To plan and deliver the 12-week personal development programme in line with that Toolkit and funders' specifications. Set programme objectives, to meet both Team and individual needs and to deliver the expected learning outcomes.
2. Guide Team members through the completion of a qualification.
3. Plan and carry out regular reviews incorporating the development of Individual Learning Plans.
4. In conjunction with Prince's Trust staff, liaise with employers of employed Team members/Development Coaches.
5. Set and enforce appropriate disciplinary procedures in line with Delivery Partner and Prince's Trust rules, regulations and codes of conduct.
6. Take overall responsibility for ensuring that learners' qualification evidence is fully complete, meets the assessment criteria and is assessed.
7. To submit all evidence/paperwork to your line manager and The Prince's Trust at set times.
8. To send weekly registers to your line manager as agreed.
9. Participate in Annual and Interim Quality reviews and contribute as required.
10. To ensure 12 week evaluation questionnaires take place at the end of the programme.
11. Take overall responsibility for project management, ensuring all areas of the programme, as outlined, are completed on time and on budget.

### ACCOUNTABILITY C

1. To ensure that links with external partners, employers and agencies are developed and maintained to promote the values of the Prince's Trust Programme and promote the work of the college, supervise the Team's contact with community organisations and agencies to plan prepare and carry out appropriate community projects and individual placements in accordance with programme quality requirements (Team leader must be present at all times during 12 weeks unless line manager has authorised alternative arrangements).
2. Submit accurate reports as necessary to the delivery Partner Manager and the Prince's Trust local representative contributing to the continuous quality improvement of both organisations, to include a 'Team Report' recording the activities undertaken by each Team and individual progress.
3. Promote the good name of the Prince's Trust and the Delivery Partner Organisation at all times.

## Job Description and Person Specification

4. To develop knowledge of current additional programmes and support networks likely to benefit the support, development and progression of Team members after their programme.

### ACCOUNTABILITY D

1. To provide operational leadership and guidance to the delivery team and take responsibility for the health, safety and welfare of the Team during all parts of the programme; including supervision at all times (including a 5 day residential).
2. To produce risk assessment to the required standards prior to the start of all activities/visits/community placements
3. Inform Prince's Trust and Delivery Partner Manager of all accidents, incidents and near misses, and complete appropriate records.
4. Ensure that all employers vetting is requested in a timely manner.

### ACCOUNTABILITY E

1. Participate in College probationary review and appraisal processes, agree objectives with the line manager and ensure they are achieved
2. Comply with the College's health and safety policy
3. Work to promote and contribute to the College's Equal Opportunities Policy
4. Apply the College's safeguarding policy and practices
5. Comply with the College's procedures in relation to the requirements of the Data Protection Act

## Job Description and Person Specification

### Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
<b>Experience</b>		
Previous experience in working and supporting vulnerable people and learners with disabilities	Essential	Application Form/ Interview/ Assessment
Experience of planning, organising and managing practical projects	Essential	
An ability to deliver on targets for learner recruitment, retention and success	Essential	
Experience of managing a budget	Desirable	
Experience of working with learners with challenging behaviour	Desirable	
Experience of working with young people aged 16-25	Desirable	
Experience of, and familiarity with, an educational environment	Desirable	
Experience of working with learners with challenging behaviour	Desirable	
<b>Knowledge</b>		
Demonstrate an understanding and commitment to the work of the Prince's Trust	Essential	Application Form/ Interview/ Assessment
An awareness of Safeguarding issues	Essential	
Competence and experience with e-mail and Microsoft Word	Essential	
<b>Qualifications</b>		
GCSE or equivalence in English and Maths	Essential	Application Form/ Certificates
Prince's Trust Team Leader qualification (or willingness qualification)	Essential	
Youth work, counselling or basic skills qualification	Desirable	
A recognised Teaching Qualification or the willingness to complete this qualification	Desirable	
First Aid certificate	Desirable	
<b>Skills and Abilities</b>		
Ability to work in a confidential manner	Essential	Application Form/ Interview/ Assessment
The ability to operationally lead on Health and Safety including risk assessments	Essential	
Strong organisational ability	Essential	
Ability to work on own initiative and as part of a team	Essential	
Ability to work in a confidential manner	Essential	
<b>Attributes</b>		
A positive, flexible and adaptable approach to work	Essential	Interview

## Person Specification



Chichester  
College  
Group

A willingness to take students away for residential weeks (Mon - Fri)	Essential	
Excellent communication skills and sensitivity to the nature of the work	Essential	

<b>Other Requirements</b>		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

<b>Working hours per week:</b>	37
<b>Working weeks per year:</b>	40 working weeks, paid for 45.6 weeks to include holiday entitlement and pro rata entitlement for Bank Holidays.
<b>Salary range:</b>	Pro rata of £24,216 to £26,464 per annum (i.e. £21,177 - £23,143)
<b>Salary progression:</b>	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
<b>Holiday entitlement:</b>	The annual leave year runs from 1 January to 31 December. 24 days pro rata per annum and this is factored into your salary payment. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.
<b>Holiday restrictions:</b>	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Staff supporting teaching and learning cannot take leave during term time.
<b>Pension scheme:</b>	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.
<b>Term time only:</b>	Salary payments will be paid in 12 equal instalments over the year into a bank account.
<b>Salary on leaving:</b>	In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.

# Terms and Conditions of Employment

