

# Job Description

**Department: Weymouth and Portland Adventure**

**Job Title: Princes Trust Team Assistant**

**Reporting to: Outdoor School Curriculum Manager**

## 1. Purpose of the Role:

The Team Programme is a 12-week personal development course, offering work experience, qualifications, practical skills, community projects and a residential week. Teams are made up of up to 15 young people aged 16-24 years.

This role is to work alongside the Princes Trust Team Leader to give assistance and support to students with a learning needs to enable them to participate in all activities, to assist in recruitment, course programming, and delivery as required, and assist on other experiential learning courses as required.

## 2. Duties and Responsibilities:

- a) Support the delivery of the Princes Trust Team Programme in accordance with the stages and processes outlined in the Team Toolkit, including attending residential.
- b) Assist in the recruitment of young people to the programme from target groups
- c) Support Team members to achieve an accredited qualification in Employment, Teamwork and Community Skills
- d) Assist in student reviews and progression planning
- e) Maintain accurate and up-to-date records, as required by the Princes Trust, Weymouth College and WPA
- f) Provide a positive role model for learners
- g) Deliver additional experiential learning programmes as required
- h) Provide a positive role model for learners.
- i) Promote high levels of customer service at all times and maintain a professional image.
- j) Ensure that personal qualifications remain valid and current.
- k) Keep up to date with industry recommendations and requirements.
- l) Assist with general maintenance tasks within the Outdoor School as required.

**General Responsibilities:**

(These are mandatory)

- (a) Drive and participate in the performance management process as appropriate to position.
- (b) Comply with the College's Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- (c) Carry out operational duties as required and commensurate with the position.
- (d) Promote and safeguarding the welfare of children and young persons.
- (e) Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
- (f) Attend and contribute to team meetings and in-service training as and when requested.
- (g) Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
- (h) Manage and minimise risk within all areas of responsibility.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

## Person Specification

**Job Title: Princes Trust Team Assistant**

<b>Qualifications</b>	<b>Essential</b> Please tick ✓	<b>Desirable</b> Please tick ✓
5 GCSE's at grade A-C including Maths & English or Level 2 equivalent	✓	
Level 2 Learner support or equivalent		✓
Level 3 AET Teaching/Assessor/Trainer qualification or willingness to work towards		✓
<b>Experience</b>		
Experience of providing support in a learning environment	✓	
Experience of working with people with at risk groups/ students with additional needs	✓	
Knowledge of an educational support role		✓
Previous experience of liaising with external agencies supporting training and development		✓
<b>Skills and Abilities</b>		
Ability to work on own initiative and as a member of a team	✓	
A flexible approach to working practices	✓	
Effective communication skills	✓	
Ability to motivate and promote learning		
Able to take responsibility for learning needs of others	✓	
Computer literate	✓	
<b>Personal Qualities</b>		
Friendly & professional approach	✓	
Empathetic	✓	
Non-judgemental and patient	✓	
A flexible problem solver who is prepared to deal with a range of situations	✓	
Commitment to Continuing Professional Development	✓	
An interest in outdoor adventurous activities		✓

**Signed** ..... **Date** .....