

City of Portsmouth College
Job Description

Post:	Prince's Trust Assistant Team Leader
Grade:	Scale 4
Responsible to:	Foundations Learning Manager
Date Job Description Produced:	September 2017
Date Job Description Reviewed:	September 2017

Main Duties and Responsibilities of the post	
•	Recruitment of the team, including liaison with training managers, employment services, careers officers, employers, youth organisations, schools and colleges as necessary. Robust recruitment targets to met.
•	Supporting the Team Leader to plan and deliver the programme in accordance with Prince's Trust Toolkit.
•	Provide support to the team, taking responsibility for their health, safety and welfare, including where appropriate disciplinary action in accordance with College procedures.
•	Set programme objectives to meet both team and individual needs and deliver the expected learning outcomes.
•	Support with regular meetings for evaluation, review and assessment with the whole team and on an individual basis.
•	Liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for the team members.
•	Attend a residential per team
•	Keep appropriate records of the teams individual performance and progress and monitor records, registrations and progression of other team leaders, both for the Princes Trust and the College.
•	Monitor and co-ordinate achievement of students on programmes.
•	Liaise regularly with the Prince's Trust to plan, prepare and evaluate the programmes for the team members.
•	Other duties as are necessary for the maintenance and development of the programme.

Planning and Organisation	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.
Direction Received	
•	Reporting to the Foundations Learning Manager the post holder must be self-motivated and capable of creativity and innovation.
Liaison	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.

Accountabilities:

A. Key Accountabilities	
•	Keeping up to date with all administrative requirements both for the college and the Prince's Trust
B. Further Accountabilities	
•	Keeping learner records up to date at all times Carrying out regular 1:1 reviews with students
C. Quality and Standards	
•	Contribute to the Department's Self Assessment Report
•	Contribute to sharing good practice through peer and cross College activities
•	To promote equality and diversity and endeavour to meet the varying needs of our diverse student population
D. Teaching, Learning and Assessment	
•	To support the delivery of the Prince's Trust programme to a high standard
E. Finances and Resources	
•	To adhere to College financial regulations
F. Staff Learning and Development	
•	To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	To identify individual training needs and support staff learning and development activities
G. Other Duties	
•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.
H. General	
•	Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
•	The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.
•	To be aware of and adhere to the College's Safeguarding Policy at all times and take any necessary action where appropriate.

Safeguarding Children and Vulnerable Adults

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

Equal Opportunities & Diversity

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

Health, Safety and Wellbeing

Highbury College prides itself in being a safe environment for learning and working. We continuously strive for improvement, developing our management systems to involve everyone. We expect all of our staff to be part of our safe culture by: recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm. We demonstrate continued compliance with our policies and procedures and ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority.

Person Specification

Post: Assistant Prince's Trust Team Leader

Grade: Scale 4

Note to candidates: Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

Assessment Area	Essential Criteria		Assessment Method
<i>Certified Qualifications</i>	1	Good general education including Maths and English	Application Form
	2	The ability and commitment to complete the required Prince's Trust Team Leader training	
<i>Professional Development</i>	3	Evidence of ongoing professional updating and development.	Application Form
<i>Experience</i>	4	Experience of working with groups of young people from a variety of backgrounds.	Application Form Interview
<i>Skills, Knowledge and Competencies</i>	5	Excellent leadership skills including the ability to motivate and develop the potential of young people in a challenging environment.	Interview
	6	Good written and verbal communication skills and the ability to write reports and deliver presentations to a variety of audiences.	
	7	Excellent IT skills including a good working knowledge of the following Microsoft applications; Word, Excel, PowerPoint, Access.	
	8	Ability to work as part of a team.	
	9	Ability to work on own initiative, with the minimum of supervision within a busy environment and ability to prioritise and manage a varied workload.	
	10	Excellent organisational skills including the ability to plan ahead, meet targets within agreed timescales, adhere to deadlines, monitor outcomes and work under pressure.	
<i>Personality / Characteristics</i>	11	Understanding of safeguarding in the context of education	Interview/ References
	12	Professional approach to work and appearance	
	13	Enthusiasm and optimism	
	14	Commitment to the College and to excellence.	
<i>General</i>	15	Flexible attitude in the way he/she performs the job.	Interview
	16	Commitment to operating in a harmonious, safe and secure environment	
	17	A commitment to equality of opportunity and widening access to education for all	
Assessment Area	Desirable Criteria		Assessment Method
<i>Certified</i>	18	Appropriate teaching qualification	Application

<i>Qualifications</i>	19	A recognised qualification or experience in supporting the delivery of Basic Skills.	Form
<i>Experience</i>	20	Experience of planning, organising and completing practical projects.	Application Form/ References/ Interview
	21	Experience of dealing with a range of issues facing young people from a variety of backgrounds.	
<i>Professional Development</i>	22		Application Form/ Interview
<i>Work related circumstances</i>	23	Knowledge of the local community, its voluntary organisations and agencies.	Application Form/ Interview/ References
	24	Counselling Skills	
	25	Midas Certificate & D1 full driving licence.	