
Role Description

Role Title: Prince's Trust Team Leader	Pay Grade: Lecturer £31,437 - £39,296
Normal Place of Work: Various	Line Manager: Programme Manager
Normal Working Hours: 37	Responsible For: No Line Management Responsibilities

ROLE PURPOSE

- To plan and deliver high quality imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of programmes.
- To maximise retention, achievement and success of students.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- To fully engage with the College Mission and Values, ensuring that these are at the heart working practices.

PRINCIPAL ACCOUNTABILITIES

- a. Deliver high quality teaching and learning, and associated tutorial duties, to meet the needs of students
- b. Deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students
- c. Drive and inform the design and development of programmes to increase success rates
- d. Ensure use of appropriate high-quality learning resources to provide stretch and challenge to learners
- e. Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.
- f. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
- g. Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
- h. Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed

- i. Actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success
- j. Take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates
- k. Ensure completion of student ILP's, in setting long term goals and short-term targets
- l. Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students' progress is adding value to their previous achievements
- m. Positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
- n. Take responsibility for seeking out methodologies and resources in support of high-quality teaching and learning
- o. Be responsible for moderation and verification at key times throughout the year
- p. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
- q. Ensure accurate attendance records with follow up on attendance and punctuality
- r. Be responsible for the development and maintenance of definitive course files
- s. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
- t. Deliver feedback on progress to students and other relevant stakeholders
- u. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
- v. Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<input type="checkbox"/> Head/s of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as we as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
<input type="checkbox"/> Study Coach/es	To share information about students' progress, along with any welfare and/or conduct concerns
<input type="checkbox"/> Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Other Conditions

The post holder will be required to have a flexible attitude to working hours due to the profile and demands of the role.

Your principal place of work will initially be the College's premises in Bristol or South Gloucestershire. However, you may be required to work on either a temporary or an indefinite basis at any premises within reasonable daily travelling which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Remission may be granted for additional responsibilities e.g. course leadership, student management and lead internal verification

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
To have completed Prince's Trust Team Leader Training or be willing to undertake it	<input type="checkbox"/>		AF/Cert
Good standard of Education. Minimum GCSE's English/Maths C or above	<input type="checkbox"/>		AF/Cert
Youth Work or similar qualifications		<input type="checkbox"/>	AF/Cert
Health & Safety Qualification		<input type="checkbox"/>	
Hold or willing to work towards PGCE/Cert Ed		<input type="checkbox"/>	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of leading groups of young adults	<input type="checkbox"/>		AF/IV
Experience of working in a pressurised environment	<input type="checkbox"/>		
Team building experience	<input type="checkbox"/>		AF/IV
Experience of dealing with challenging behaviour	<input type="checkbox"/>		AF/IV
Experience of delivering Prince's Trust Team Programme		<input type="checkbox"/>	AF/IV
Budgetary experience		<input type="checkbox"/>	AF/IV
Health & Safety, and risk assessment experience		<input type="checkbox"/>	AF/IV
Project and task management		<input type="checkbox"/>	AF/IV
Knowledge of voluntary organisations and agencies.		<input type="checkbox"/>	AF/IV
Understanding of barriers facing young adults entering education of work	<input type="checkbox"/>		
SKILLS AND ABILITIES			
Excellent Organisational and prioritisation skills.	<input type="checkbox"/>		AF/IV
Administration and IT skills	<input type="checkbox"/>		AF/IV
Ability to write reports	<input type="checkbox"/>		AF/IV
Presentation skills	<input type="checkbox"/>		AF/IV
Ability to motivate, encourage and empower young adults	<input type="checkbox"/>		AF/IV

Able to work under pressure and on own initiative	<input type="checkbox"/>		AF/IV
Effective time management skills	<input type="checkbox"/>		AF/IV
To attend a 1-week residential team building programme as part of every team challenge (i.e. twice a year)	<input type="checkbox"/>		IV
This job entails travel to meetings, employer premises and some college sites, partnership locations and community venues. These are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence	<input type="checkbox"/>		

***Assessment method:**

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview

Signed

Date