


## JOB PROFILE

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| **Job title:** | Development Worker Team Leader Kings Trust |
| **Grade:** | Band 6. |
| **Accountable to:** | Senior Kings Trust Team Leader |
| **Responsible for:** | Delivering high quality learner support to our students |

## General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

**Specific duties and responsibilities**

1. Lead and support development workers, providing guidance, oversight and performance management. This must include one to one meetings, regular team meetings and oversight of annual leave requests, training, performance development reviews (PDRs) and sickness absence. Ensure all processes are conducted in line with organisational policies and are accurately documented and recorded.
2. Oversee the timely and accurate submission of required paperwork to the King's Trust programme team.
3. Support the planning, organisation and smooth delivery of King's Trust programmes and activities.
4. Contribute to internal quality assurance processes for King's Trust qualifications, ensuring standards and deadlines are met.

5. Lead on the recruitment and onboarding of learners, promoting engagement and participation.
6. Provide in-class support to learners and staff where required to enhance learning outcomes

7. Act as a first response safeguarding officer, ensuring concerns are addressed promptly and appropriately.
8. Contribute to the development and running of cross-college CPD and Behaviour training.
9. Support the Team leaders in organising events, residentials and enrichment.
10. Work with the team to support all student progression.
11. Support the Youth Guarantee team to make sure all students are fully supported and engage in next destinations.

**NOTE**

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

**This job profile does not form part of your contract of employment.**

**PERSON SPECIFICATION**

| **Role: Achievement Coach** | | **E/D** | **A** | **I** | **T** |
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| **Qualifications:** | | | | | |
| 1 | Level 2 Maths and English or equivalent | **E** | **X** | | |
| 2 | Relevant Coaching or Teaching Qualification | **D** | **X** | | |
| 3 | Relevant qualification in care/ classroom work | **D** | **X** | | |
| **Experience and Skills:** | | | | | |
| 4 | Minimum of 2 years' experience working with young people (age 16-25) from a variety of backgrounds | **D** | | **X** | |
| 5 | Awareness of the social and cultural pressures on young people from a range of backgrounds | **E** | | **X** | |
| 6 | Work in a vocational area and or voluntary sector | **D** | | **X** | |
| 7 | Possess strong behaviour management skills | **E** | | **X** | |
| 8 | An understanding of the barriers to education and learning | **D** | | **X** | |
| 9 | Supporting young people to ensure their safety and wellbeing on a range of pastoral and learning related topics. | **E** | | **X** | |
| 10 | Working with a range of partners to deliver appropriate support to young people | **D** | **X** | | |
| 11 | Experience of using IT in a support or admin role | **D** | **X** | | |

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| 12 | Knowledge of safeguarding policies and processes | **E** | | **X** | |
| 13 | An awareness of the current FE curriculum including learning and assessment methods | **D** | **X** | | |
| 14 | Experience of monitoring, evaluation, action plan preparation and report writing | **E** | | **X** | |
| **Personal Attributes:** | | | | | |
| 15 | Excellent communication and interpersonal skills (written and spoken) | **E** | | **X** | |
| 16 | Confidence in dealing with emergency situations - behaviour/mental health etc. | **E** | | **X** | |
| 17 | Capable to contributing to/working in a multi-disciplinary team providing support for students | **D** | **X** | | |
| 18 | Demonstrate a genuine commitment to uphold and promote equal opportunities and diversity | **E** | | **X** | |
| 19 | Commitment to quality and excellence through evidence of continuing professional development | **E** | | **X** | |
| 20 | Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post | **E** | | **X** | |
| 21 | Ability to analyse situations and recommend ways forward | **D** | **X** | | |
| 22 | Skilful in handling conflict positively and achieving positive resolutions | **D** | **X** | | |
| 23 | Able to work effectively unsupervised | **E** | | **X** | |

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| **Other Job information:** | | | | | |
| 24 | The post holder will be expected to travel and a Full UK driving license would be advantageous | **E** | **x** | | |
| 25 | A driving License with category D1 | **D** | **x** | | |
| 26 | The post holder will be expected to spend one week per 12 week programme away at a residential as part of the princes trust programme | **E** | **x** | **x** | |

**KEY:**

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| **E** | Essential |
| **D** | Desirable |
| **A** | Assessed by Application Form |
| **I** | Assessed by Interview |
| **T** | Assessed by Test |