



JOB DESCRIPTION

Assistant Team Leader Princes
Trust

WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Assistant Team Leader Princes Trust

REPORTING TO: Team Leader Princes Trust

RESPONSIBLE FOR: Teaching and Learning and Assessment

GRADE: 14-18

KEY RESPONSIBILITIES

1. To support the Team Leader with the management and co-ordinating the delivery of teaching and learning ensuring a high quality, innovative and effective service is provided that meets the needs of the learners.
2. To have responsibility for Princes Trust learners in the College and to support the Team Leader in all funding, awarding body claims and associated documentation.
3. To deliver outstanding teaching and learning to the Princes Trust provision.
4. To support the Team Leader with the delivery of the programme against all agreed performance targets for the area, for example those pertaining to national benchmarks, funding, recruitment, retention, attendance and achievement for Princes Trust learners.

MAIN RESPONSIBILITIES

1. To work with the Team Leader College colleagues to deliver an overall learner experience, which ensures the highest levels of satisfaction for all learners and which engages, inspires and prepares learners for the world of work and / or their next steps.
2. To support the Team Leader in all aspects of the Princes Trust quality assurance and improvement processes within the area, for example self-assessment, quality improvement plans, performance review, performance audit and learner voice.
3. To support the Team Leader to liaise with parents, carers and other external partners as needed and attend such external meetings as are necessary.

4. To participate and contribute with the Team Leader operational planning, for example the annual business planning and budgeting processes.
5. To ensure that information relevant to the work of the area is collected and collated and to provide statistical data as required.
6. To support the Team Leader in working with marketing, communications and events colleagues to ensure the college offer of support is clearly and well communicated to current and prospective learners.
7. Support the Team Leader to ensuring that regular reviews of learner progress take place in line with the College policy and that effective teaching and learning plans are in place for all learners.
8. To support the Team Leader in ensuring that learners receive an effective induction to their course including the completion of appropriate initial and diagnostic assessments.
9. To support the Team Leader in ensuring that regular reviews of learner progress take place in line with the College policy and that effective Individual Learning Plans are in place for all learners.
10. To support the Team Leader in ensuring that all relevant learner information is recorded as required to deadlines, for example "at-risk" status, predicted achievement, targets and records of interventions/meetings.
11. To support the College internal inspection process and related procedures.

GENERAL

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/Desirable
Qualifications (Educational and Vocational)	Possess a minimum Level 2 qualification in English and Maths.	E
	Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period.)	E
	Evidence of relevant continuous professional development over the last 3 years.	E
Previous experience/job knowledge	Proven experience of delivering a Princes Trust role, ideally on FE.	E
	Experience of delivering outstanding learning outcomes and support in terms of and learner success	E
	Experience of dealing with external stakeholders including working with community partners	E
	Experience of contributing to quality processes, for example the self-assessment process and of using such processes to achieve demonstrable improvement	E
	Experience of using management information systems and data.	E
	Experience of setting, monitoring and achieving personal, team and organisational standards & performance targets	E
	Good knowledge of the Princes Trust and Ofsted Inspection Framework	E
	Good digital literacy skills with the ability to produce and use spread sheets and monitoring systems to record, track, monitor learners.	E
	The ability to develop positive working relationships with individuals at all levels	E

	Sound administrative skills	E
	Ability to work under direction and proactively on personal initiative	E
	Possession of good communication and presentation skills (written and oral)	E
	Ability to work flexibly and often under pressure to meet deadlines and targets	E
	A sound understanding of safeguarding and commitment to safeguarding young people and vulnerable adults and to creating a safe learning environment	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Commitment to providing necessary safeguarding for all learners	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	E
Skills (Competencies and Aptitudes)	Commitment to the highest possible levels of health and safety for students, staff and others	E
	Commitment to a flexible approach to hours and duties	E
	Ability and willingness to undertake continuous professional development	E
Other factors/ additional requirements		