JOB DESCRIPTION

Post Title: King's Trust Team Leader - Bromsgrove/Redditch

Salary Range: £26,913 - £28,427 pro rata, per annum

(Support Scale 6, Points 17 – 19)

Contract: Permanent / Full Time

Reference: CS12366

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations. For more information, please click below.

WCG Child Protection Procedure >

ABOUT WARWICKSHIRE COLLEGE GROUP (WCG)

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Warwickshire College Group works in partnerships with the King's Trust** to deliver the Team Programme. This provision is offered at a variety of locations according to demographic need, these include a variety of locations in: Coventry and Warwickshire, Birmingham, Worcestershire & Leicestershire. **With our five diverse campuses across Warwickshire and Worcestershire**, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028 below:

WCG Impact Strategic Plan 2025–28 >







BACKGROUND TO THE POST

Warwickshire College Group works in partnerships with the King's Trust to deliver the Team Programme. This provision is offered at a variety of locations according to demographic need, these include a variety of locations in: Coventry and Warwickshire, Birmingham, Worcestershire & Leicestershire.

This post will be based in Bromsgrove/ Redditch.

The programme is specifically designed to engage with 16–25-year-olds who are not in education, employment or training (NEETs) and provides them with an opportunity to reengage in learning, participate in community projects, team work, and attend residential visits and individual work placements. Participants to the programme may exhibit challenging behaviours and the post holder will be expected to work effectively with this group. The programme gives young people a unique opportunity to work as a team in undertaking worthwhile and challenging activities.

The Team Leader role is crucial to the success of the Programme.

The Team Leader will deliver the 12-week programme face-to-face with young people and work closely and effectively with local agencies and organisations to recruit team members. At the end of the 12-week programme, the post holder is expected to evaluate the programme and write reports.

The Team Leader will also undertake the Award in Education and Training to support the delivery of the programme at the earliest opportunity following appointment. Further training may be identified and required as directed by the line manager.

Further details about the Programme may be found at **www.kingstrust.org.uk.**

DUTIES AND RESPONSIBILITIES

- Recruitment of the team of young people, including liaising with training managers, employment services, careers officers, employers, youth organisations, hostels, Job Centre Plus, schools, colleges and other external agencies as necessary.
- Deliver the team programme face-to-face.
- Set team and students programme objectives, to meet both team and individual needs and deliver the expected learning outcomes.
- Liaise with community organisations and agencies to plan, prepare and supervise appropriate team projects and individual placements for students.
- Work with the Programme Co-ordinator to plan and deliver a quality assured team programme which includes all the required elements.
- Provide leadership and guidance to the team, taking responsibility for their health, safety and welfare including appropriate disciplinary procedure, medical protocols and risk assessments.
- Work with other Team Leaders and the Co-ordinator to plan and effect a strategic response to the needs of this cohort of students.
- Conduct regular meetings for evaluation, review and assessment with the whole team on an individual basis.
- Keep appropriate records of the team's and each individual's performance and progress by utilising the College's internal quality systems e.g. registers.
- Submit regular reports on the Team to the line manager and make significant input to staff team discussions, planning, review and evaluation and the curriculum area SAR.
- Organise progression appointments for each team prior to the end of each programme.
- Organise and lead 3 residential weeks with the Team during the academic year.

- Other such duties as are necessary for the maintenance and development of the Team Programme
- To attend college delivered 'Teaching Essentials' training

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement to support staff, of 38 days leave (to include 25 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day). This will rise to 41 days after 5 years' service.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

PLACE OF WORK

The place of work will be in Bromsgrove/ Redditch in a community-based location. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.

- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)
- Free eyecare voucher (available annually)

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	Level 3 qualification.	●	●
	GCSE Grade C or above in English and Mathematics or equivalent (e.g. L2 Functional Skills English & Maths).	●	●
	Experience of working effectively with groups of young adults.	●	●
	Experience of working effectively with people with challenging behaviours.	●	●
	Experience of planning, organising and completing practical projects.	●	●
	Ability to demonstrate leadership and team building skills.		●
	Excellent communication skills both verbal and written, including report writing skills.		●
	Excellent organisational skills.		●
	Knowledge of the local community, its voluntary organisations and agencies.		●
	Working knowledge of information technology such as e-mail, the internet and other software applications.	●	●
	A driving licence free of major endorsements and the use of a motor vehicle/or the ability to find alternative means of travel to attend business related activities that would satisfy the recruiting panel.	●	
	A First Aid qualification or a willingness to gain this qualification.	●	●
	A nationally recognised teaching qualification or willingness to complete and achieve the Certificate in Education and Training.	●	●
Desirable	Experience of delivering accredited Programmes.	●	●

	Previous experience working in the following sectors/roles; youth leader, youth worker, youth mentor, youth instructor/coach, activities leader, sports coach, charity worker, education leader and SEN support or related positions	•	•

Skills and Knowledge:			
Essential	Experience of dealing with Health and Safety issues.		•
	Ability to manage the design and delivery of a challenging programme in a proficient manner.		•
	Self-motivated and ability to motivate young adults with challenging behaviours and groups.		•
	Ability to provide a positive role model for young adults.		•
	Ability to promote activities which will engage disaffected young people.		•
	Good problem skills, with the ability to think holistically and laterally when responding to acute situations.		•
	Ability to prioritise workload and meet deadlines.		•
	Flexible approach as the post holder will need to work extended hours when necessary, including 3 residential periods away from home.		•
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.	•	•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.	•	•
	Ability to demonstrate behaviours which support the Core Values of the College.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting, however we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.