JOB DESCRIPTION

Job Title	King's Trust Team Leader
Salary Scale/Grade	Spinal Point 20 – 25
Responsible to	Curriculum Manager
Date of Job Description	September 2026

Purpose

The King's Trust Team Leader is responsible to the Curriculum Manager providing high quality order to recruit, select and lead a team of individuals through a personal development programme centred around team work in the community. The Team Leader facilitates and encourages Team achievements, while guiding each Team member on an individual learning journey in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

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Main Duties and Responsibilities:

- Recruitment of the team, including liaison with training managers, employment services, careers officers, employers, youth organisations, schools and colleges as necessary.
- Plan and deliver the programme in accordance with Prince's Trust Toolkit.
- Provide leadership and guidance 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.
- Conduct 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.
- 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 b the College.
- Monitor and co-ordinate achievement of students on programmes.
- Liaise regularly with the Princes Trust to plan, prepare and evaluate the programmes for the team members.
- Keep expenditure records as required by the college procedures.
- Other duties as are necessary for the maintenance and development of the programme.

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training

College Expectations?

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

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PERSON SPECIFICATION

Job Title	King's Trust Team Leader
Department	Foundation Prospects and King's Trust
Salary Scale/Grade	Spinal Point 20 – 25

Criteria	**Description**	**Essential Desirable (E/D)**	**Assessed By Application Interview Test**
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Evidence of ongoing professional updating and development.	E	A
	Appropriate teaching qualification	D	A
	A recognised qualification or experience in supporting the delivery of Basic Skills	D	A
Experience	Experience of working within a leadership capacity with groups of young people from a variety of backgrounds.	E	A/I
	Experience of managing a budget	D	I
	Experience of planning, organising and completing practical projects.	D	A/I
	Experience of dealing with a range of issues facing young people from a variety of backgrounds.	D	I
Skills, knowledge, and competencies	Computer Literate	E	A/I
	Excellent leadership skills including the ability to motivate and develop the potential of young people in a challenging environment.	E	I
	Good written and verbal communication skills and the ability to write reports and deliver presentations to a variety of audiences.	E	I
	Excellent IT skills including a good working knowledge of the following Microsoft applications; Word, Excel, PowerPoint, Access	E	I
	Ability to work as part of a team.	E	I
	Ability to work on own initiative, with the	E	I

	minimum of supervision within a busy environment and ability to prioritise and manage a varied workload.		
	Excellent organisational skills including the ability to plan ahead, meet targets within agreed timescales, adhere to deadlines, monitor outcomes and work under pressure.	E	I
	Understanding of safeguarding in the context of education	E	I
Personal characteristics	Professional approach to work and appearance	E	I
	Enthusiasm and optimism	E	I
	Commitment to the College and to excellence.	E	I
	Flexible attitude in the way he/she performs the job.	E	I
	Professional approach to work and appearance	E	I
	Commitment to excellence and quality	E	I
Other	A commitment to equality of opportunity and widening access to education for all	E	
	This post is subject to an enhanced Disclosure and Barring Service check.	E	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.