

ROLE PROFILE

Job title	NCS Team Leader- Fixed term position for Summer Programme 2018 (4 weeks)	Contract	Support
Salary	£1,677 all-inclusive payment	Hours & Basis	Please see attached sheet; flexibility required
Report to (direct)	NCS Programme Leader	Report to (indirect)	NCS Project Manager

Primary purpose of role	
To lead a team of 15 NCS participants and your Team Mentor through a variety of activities including two residential stays and a social action project.	
Job Dimensions	Key relationships
Direct reports include <ul style="list-style-type: none"> N/A 	<ol style="list-style-type: none"> 1) Team Mentors 2) Project Managers 3) Wave Leaders 5) Kingswood Staff and Instructors 6) University of Nottingham Staff
Key role responsibilities and deliverables	
<ul style="list-style-type: none"> • Lead your team of up to 15 participants through all phases of the NCS programme including the graduation ceremony. • Supervise and encourage the Team Mentor, co-ordinate their work activities and provide assistance with their personal development needs. • Lead high quality guided reflection sessions on a daily basis and deliver lesson plans provided in line with the programme curriculum and NCS ethos. • Ensure the programme encourages and maximises the development of employability, social, independence and problem-solving skills for all NCS participants. • Follow the night-time supervision procedure, implemented by the programme leader to provide adequate support for participants and staff whilst away on residential. • Attend and contribute to performance review meetings to ensure the quality of NCS programme delivery and participant experience. • Attend the Meet & Greet evening for your team, to introduce yourself and your team mentor and lead ice-breakers and team building games to encourage full participation and turn-up. • Take responsibility for all TAG property, returning all equipment on the last day of delivery undamaged and in good repair. • Work with all delivery partners including staff, instructors and colleagues to support and ensure the enjoyment and achievement of all participants and help them to reach their maximum potential. • Collaborate with the outdoor centre's staff team to organise and deliver an inclusive and diverse programme of risk assessed evening activities during phase 1 to engage all participants. • Implement and utilise the Positive Behaviour Management principles and strategies, outlined in staff training to establish and maintain a safe and positive learning environment for all participants. • Adhere to deadlines, procedures and timetables and ensure that all paperwork, especially registers are completed correctly and handed to your Programme Leader at the end of each week. 	

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- Establish a regular, efficient and thoughtful line of communication with parents/guardians, updating them at each stage of the programme.
- Facilitate and/or deliver timetabled phase 2 workshops and sessions according to the guidelines and lesson plans provided.
- Adhere to and apply all Nova, Kingswood and University of Nottingham rules and regulations to your team whilst on campus.
- Support, supervise and engage in all evening activities during phase 2 to ensure the safety and enjoyment of all participants.
- Co-ordinate, support and encourage your team through the planning, implementation and evaluation of a meaningful and worthwhile social action project that directly benefits people living in their local community and maximises on the talent and potential of each individual team member.
- Effectively manage the expectations and maintain the cohesiveness of your team in the delivery of their social action project and help them over the barriers and difficulties they will inevitably experience by delivering teambuilding, energising and problem solving activities.
- Guide and supervise participants to collaborate with external charities, businesses and community organisations in a business-like manner to identify and pursue volunteering and fundraising activities.
- Attend the NCS graduation for your team and support them in creating a high quality and cohesive presentation that showcases their achievements.
- Understand the needs of young people and ensure you offer a high level of pastoral support.
- Act professionally at all times in accordance with the guidelines of the programme to ensure that NCS maintains a positive working relationship and respected reputation with colleagues, visiting speakers, charities, organisations and businesses in the community.
- Ensure all health & safety, equality and diversity and safeguarding protocols are followed at each stage of the programme in line with staff training and college policies.
- Positively promote the NCS programme at all times, especially when in contact with all external parties.
- Be committed to the further development of the NCS programme by providing feedback and suggestions to aid its development.
- Any other duties in line with role, salary and responsibility.

Nova Education Trust: responsibilities and deliverables

- To provide a professional customer service to both internal and external customers.
- To ensure that quality standards are set, monitored and reviewed in all areas of our work.
- To demonstrate flexibility in responding to changing demands in personal, sectional or the Nova workload.
- To take responsibility for one's own professional development and continually update as necessary.
- To lead the development and implementation of the colleges CPD approach and continuously improve the feedback from the departmental staff on its impact.
- To comply with all relevant policies and to assist in the development of Inclusive practices to make reasonable adjustments under the Equal Act.
- To comply with all Health and Safety policies, Safeguarding and Risk Assessment policy and legislation in the performance of the duties of the post.
- To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the Nova to enable it to fulfil its legal obligations. Appropriate information,

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<p>instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health.</p> <ul style="list-style-type: none"> • To comply with all aspects of the Data Protection Act. • To adhere to the Nova Computer Network Acceptable Use Policy. • To undertake dynamic risk assessments during your working practice and ensure formal RAs are carried out for any ongoing activity.
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Capability requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)

<ul style="list-style-type: none"> • Have experience of working with young people from different sections of the community in a professional capacity 	E	A/I/AC
<ul style="list-style-type: none"> • Able to work one to one with young people who require extra support 	E	A/I/AC
<ul style="list-style-type: none"> • Have understanding of delivering effective interpersonal and communication skills 	E	A/I/AC
<ul style="list-style-type: none"> • Able to positively influence young people who display challenging behaviour 	E	A/I/AC
<ul style="list-style-type: none"> • Able to support and encourage groups of young people with a range of abilities, opinions and ideas to develop their personal and social skills and work together to reach their full potential as a team. 	E	A/I/AC
<ul style="list-style-type: none"> • Ability to form a rapport with colleagues, share best practice, collaborate in stressful situations and demonstrate excellent teamwork. 	E	A/I/AC
<ul style="list-style-type: none"> • Be able to demonstrate that you have a commitment to supporting equality and diversity 	E	A/I/AC
<ul style="list-style-type: none"> • Ability to maintain appropriate personal boundaries with young people 	E	A/I/AC
<ul style="list-style-type: none"> • Ability to work and manage time effectively in conjunction with the NCS programme 	E	A/I/AC
<ul style="list-style-type: none"> • The ability to build effective relationships with community organisations 	E	A/I/AC
<ul style="list-style-type: none"> • Flexibility to work at any reasonable location/additional hours when required 	E	A/I/AC
<ul style="list-style-type: none"> • Commitment to quality and excellence through evidence of continuous professional development 	E	A/I/AC
	E	A/I/AC

Qualification Requirements (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)

<ul style="list-style-type: none"> • Level 2 Maths 	E	A/I/AC
<ul style="list-style-type: none"> • Level 2 English 	E	A/I/AC
<ul style="list-style-type: none"> • A recognised First Aid qualification 	D	A/I/AC

Essential Competencies (E = Essential, D = Desirable, A = Application, I = Interview, AC = Assessment Centre)

<ul style="list-style-type: none"> • Proven ability to work on own initiative 	E	A/I/AC
<ul style="list-style-type: none"> • Excellent problem solving skills with a positive, enthusiastic and 'can do' approach to work 	E	A/I/AC
<ul style="list-style-type: none"> • Independent working 	E	A/I/AC
<ul style="list-style-type: none"> • Time management 	E	A/I/AC
<ul style="list-style-type: none"> • Flexibility 	E	A/I/AC
<ul style="list-style-type: none"> • Empathetic 	E	A/I/AC
<ul style="list-style-type: none"> • Dealing with ambiguity 	E	A/I/AC
<ul style="list-style-type: none"> • Communication 	E	A/I/AC
<ul style="list-style-type: none"> • Resilience 	E	A/I/AC