

## Assistant Team Leader - Job Description

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| <b>Job Title</b>                        | <b>Assistant Team Leader</b>                                     |
| <b>Line Manager</b>                     | <b>Head of Business &amp; Service Development</b>                |
| <b>Salary</b>                           | <b>Up to £710.98 per week</b> (dependant on role and experience) |
| <b>Term</b>                             | <b>Seasonal Temporary Contract</b>                               |
| <b>Closing Date</b>                     | <b>Midnight, Sunday 12<sup>th</sup> May 2024</b>                 |
| <b>Second Interview Assessment Date</b> | <b>Monday 3<sup>rd</sup> June 2024</b>                           |

### Introduction:

NYBEP is a not-for-profit organisation, nurturing the talent of young people to support them towards their successful future. Our role is to bring together schools, colleges, higher education, and employers in partnership and collaboration to develop the workforce of the future and inspire young people to succeed.

We develop, nurture and grow the talent of all young people through our quality assured learning programmes, the support we provide to the delivery of work-related learning, enterprise and employability, and the effective engagement of employers in education.

### Our core values:

- *'Can do' approach – making things happen*
- *Partnership – achieving by bringing people together*
- *Positivity – believe in everyone and include everyone*
- *Respecting all and nurturing their talents*
- *Transparency and openness*
- *Creativity and innovation*
- *Responsiveness and flexibility*
- *Developing individuals and their communities*
- *High aspirations, high expectations*
- *Empowering those around us to achieve*

### SPECIFIC RESPONSIBILITIES

The principal emphasis of the role is to –

Support the Team Leaders in carrying out their main responsibilities. And will be responsible for safely and effectively supporting a team of up to 16 young people throughout their residential experience, supporting with activities and delivering activities where appropriate (depending on the programme model).

*Please Note: The role does involve training, supervising, working with and/or being in sole charge of young people. Therefore, the successful applicant will be required to complete a Disclosure Barring Service (DBS) Check. The role is also subject to the completion of two reference checks and the successful completion of the second interview assessment process, safeguarding, prevent and first aid training.*

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Specifically, the role will involve –

- Responsibility for the health, safety, wellbeing and engagement of young people on programme.
- Support the Team Leader to ensure young people are engaging in activities and manage behaviour issues whilst building a cohesive network of social mix within the group.
- Support the Team Leader in successful delivery Guided Reflection.
- Support the Team Leader with management of boundaries and behavioural issues.
- Follow Safeguarding, incident, information governance, health and safety and risk assessment protocol.
- Support to ensure activities are inclusive.
- Consistently promote and encourage the NYBEP ethos through all work streams and activities.
- In support of the Team Leader, facilitate and implement a meaningful residential experience for the young people.
- Raise any concerns regarding GDPR with the Team Leader.
- Support the Team Leader to manage expectations of the group and be knowledgeable of the programme timetable.
- Complete relevant training as part of the assessment and interview process.
- Attend online Keep in Touch meetings and briefings people prior to programme for staff in preparation of the programme.
- Any further duties instructed by NYBEP in line with responsibility and salary.

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### CORE COMPETENCIES and BEHAVIOURS

#### Self-awareness:

- knows how they are perceived by others and able to combine this with own perceptions.
- demonstrates an ability to reflect on own development and a willingness to learn.
- able to act on reflection and feedback from others.

#### Resilience:

- able to demonstrate flexibility and adaptability; copes well with unforeseen circumstances.
- determined to focus on quality output, even in the face of adverse conditions.

#### Problem solving:

- anticipates future problems and threats, seeking to minimise or prevent them.
- has basic project management skills.

#### Creativity:

- demonstrates having original ideas; shows confidence in putting ideas forward.

#### Communications:

- varies method of communication and style to achieve results; imaginative use of media to suit audience/context.

#### Working with others:

- able to set aside personal agenda for the good of the team.

### ADDITIONAL COMPETENCIES and BEHAVIOURS – JOB-SPECIFIC

#### Resilience:

- demonstrates and high level of personal energy.

#### Communications:

- able to achieve an effective balance between speaking and listening.
- develops rapport and personal credibility with others.

#### Frontline delivery:

- supports delivery sessions of both a large and small-scale nature.

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### CORPORATE RESPONSIBILITIES

In addition, all NYBEP employees are expected to share the following common responsibilities:

- To recruit and support schools and businesses involved in high quality education business link activities in line with overall business objectives.
- To contribute towards ensuring the quality and effectiveness of NYBEP's services to schools and businesses across Yorkshire, Humber and the North East.
- To take responsibility for identified elements of the annual Business Plan and to deliver these within timescale and budget.
- To contribute towards NYBEP's Strategic Priorities and to adhere to identified Corporate Objectives and Core Principles.
- To review, with line manager, progress towards agreed targets and performance indicators at regular intervals to ensure full delivery of the Business Plan.
- To manage allocated contracts, projects and externally funded activities, and their associated budgets.
- To be aware that programmes and projects developed and funded through NYBEP's Business Plan should complement local, regional and national agendas and strategies.
- To act as a point of contact for external partners, providing them with timely and accurate support and interpretation of NYBEP's services.
- To keep up to date with professional, academic and political developments as appropriate in the contexts of education business links.
- To manage the collation and interpretation of qualitative and quantitative data.
- To take responsibility for the maintenance of customer records and management information.
- To develop with schools and local business partners appropriate resource materials.
- To adhere to policies and procedures for branding to ensure professional and consistent style in NYBEP's communications.
- To ensure that NYBEP's policy on Equal Opportunities is reflected in practice both internally and externally with customers and partners.

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- To perform any duties commensurate with the grade and duties of the post identified as appropriate to the organisation.

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