

SOUTHEND ON SEA CITY COUNCIL

Southend Adult Community College

JOB PROFILE/JOB DESCRIPTION

Job Title	King's Trust Development Worker
Reports To	King's Trust Team Leader
Responsible for	N/A
Level	Level 5 SCP 8 £26,824
Hours	37 Hours x 52 Weeks (Full Time)
Main Purpose of the Job	To assist with recruitment and retention of Team members, to identify and support those with basic skills needs, to assist with work placement activity subsequent to completion of main programme.
Key Responsibilities	• To assist Team Leader with recruitment of learners for each team. • To assist Team Leader with provision of academic underpinning for the Team programme. • To set up individual learning plans with Team members. • Basic skills support. • Assist with finding work placements for the Team members. • As required, carry out reviews, evaluations and assessment with Team members on an individual basis. • To assist Team Leader with record keeping and attend meetings as necessary. • To assist with promotion of the Team programme to employers and community organisations. • Attend training as directed. • Ensure that Team members comply with Health and Safety requirements. • Perform risk assessments for work placements and other activities.
General Responsibilities	• To actively promote the College's Equalities and Diversity policies within all aspects of the post. • To adhere to and proactively promote the College's Values and Behaviours at all times. • To have a comprehensive understanding that Safeguarding, including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.

	• To carry out supplementary evening or day and or weekend duties as required. • To comply with the requirements of College Policies and Procedures. • To be responsible for the implementation of and compliance with the College's Health and Safety policy. • To champion and embody best practice College developmental activities including Performance Appraisals. The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.
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PERSON SPECIFICATION

Attributes	Activity	Essential	Desirable	How Evidenced
Essential Criteria		✓ ✓ ✓ ✓ ✓		Qualification certificate/ Interview/ Application/ Test/Reference
Desirable Criteria			✓ ✓ ✓ ✓	Qualification certificate/ Interview/ Application/ Test/Reference

Council Competencies	Ability to be flexible, with a can-do attitude and work independently	✓		Qualification certificate/ Interview/ Application/ Test/Reference
	Ability to prioritise workload and work accurately with attention to detail	✓		
	Ability to work well under pressure	✓		
	Ability to seek out and understand the expectations and needs of customers/clients	✓		
	Excellent communication skills; both written and verbal	✓		
	Ability to work as part of a team	✓		
	Ability to always maintain confidentiality and act with discretion	✓		
Additional Information (e.g. physical skills or working environment)	The successful candidate will be required to undergo an enhanced DBS check. Occasional evening work may be required for school events or parent meetings. Ongoing training and professional development opportunities will be provided.			Qualification certificate/ Interview/ Application/ Test/Reference