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| **Job Details** | July 2021 |
| **Job Title** | Team Leader |
| **Department** | Operations |
| **Reporting to**  | Programme Manager |
| **Direct Reports** | Yes |
| **Location** | Tredomen Gateway, Tredomen, Ystrad Mynach, Hengoed CF82 7EH. |
| **Hours of Work** | 8.30am – 4:30pmThe standard hours will be 37.5 per week but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work. |

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| **Purpose of Job / Company Values** |  |
| To lead a small vocational team delivering Apprenticeships and Skills and work closely with the curriculum team to provide vocational knowledge to further improve the quality of the delivery content within your vocational field and ensure projects are completed timely. To lead, manage and drive the development of all vocational team members to achieve key business objectives. Manage vocational teams to a high standard and embed a strong team spirit to promote sharing of best practice and areas of excellence. |

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| **Key Responsibilities / Accountabilities**  |  |
| * Lead a small team of Trainer/Coaches in delivering high quality apprenticeships in line with the key business objectives
* Work closely with the curriculum team to provide vocational knowledge to further improve the quality of the delivery content within your vocational field and ensure projects are completed timely.
* Achieve agreed team targets in line with the company’s vision and values
* Actively manage teams’ caseloads in line with planned in learning contract number
* Report progress against agreed targets as required to the Programme Manager
* Conduct regular one to one performance review meetings, effective annual appraisals linked to overall team and business objectives
* Manage underperformance within vocational team in line with company procedures
* Encourage and foster team spirit
* Ensure compliance to systems and processes mitigating audit risk from fund holders
* Monitor and evaluate learner tracking and operational systems to ensure timely completion of programmes
* Collect, evaluate and implement interventions to respond to vocational team, learner and employer enquiries
* Rigorous monitoring and reviewing with vocational teams to ensure outcome of activities is timely and successful completion across work-based provision
* Working in collaboration with all other departments to ensure effective relationships are maintained with external partners/associates/stakeholders
* Represent Educ8 on a range of cross departmental working groups and at internal and external meetings
* Possess a commitment to continued professional development and a willingness to explore opportunities for further development
* Elements of the role may involve working with adults at risk, children and young people in an educational setting.
* Reviewing the safeguarding and wellbeing of learners and escalating through the appropriate process where required.
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| **Personal Qualities** |  |
| * Ability to promote the Company values and behaviours and lead by example
* Ability to express ideas succinctly and clearly, both verbally and in written work
* Passionate about achieving high levels of excellence in education, learning and development
* Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement
* Highly professional and motivated with high levels of commitment and confidentiality
* Self-motivated, with the ability to work proactively using own initiative
* Ability to establish good working relationships with a wide range of people
* Ability to prioritise work and manage competing demands
* Ability to work as part of a team
* Able to supervise staff
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| **Essential Criteria** |  |
| * Considerable/proven experience of assessing/tutoring vocational qualifications
* Occupational competence for the specialised vocational areas.
* Resilience
* Ability to deliver under pressure and to work to tight deadlines
* Quick to interpret data sets, analyse, assess and make recommendations
* Proven experience of using digital technologies to promote teaching and learning
* Demonstrable commitment to equality diversity and inclusion
* Strong administration ability with a keen eye for detail
* Assessing and/or verifying qualification (e.g. A1/V1/TAQA)
* Suitable to work with adults at risk, children and young people
* Highly organised and punctual
* Digitally competent and confident
* Full driving license, own vehicle and willing to travel across South Wales
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| **Desirable Criteria** |  |
| * Knowledge of Welsh Government WBL contract specifications
* Occupational competence within the education and skills sector
* Demonstrable experience of partnership working with a range of organisations
* Ability to react flexibly under pressure and to work to tight deadlines
* Knowledge and understanding of the Professional Standards for Worked Based Learning Practitioners in Wales
* Level 3 ILM management qualification or equivalent
* Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, OFSTED, Information Security Requirements and Safeguarding
* Coaching qualification desirable
* Ability to speak Welsh desirable
* PGCE or equivalent desirable
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| **Key Technologies** |  |
| Educ8’s preferred MIS reporting systems, Team8, Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio |

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| **Key Relationships** |  |
| **Internal** | Directors, SLT, SMT, Team Leaders, Recruiters, CAM’s, Trainer Coaches, Curriculum Development, MIS team |
| **External**  | Employers and learners, NTWF, Awarding Organisations, ESTYN, Welsh Government, and other Stakeholders, |