

## Job Description

### Post Title

Inclusive Learning Programme  
Team Leader

### Grade

SCP 25 – 27

### Responsible to

Programme Manager

### Responsible for

Key Workers

### Context

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company, and registered charity in the South West of England in November 2019 to provide a range of services primarily for the young people in the Bath and North East Somerset area.

### Purpose of Job

- Coordinate the day-to-day delivery of the Inclusive Learning Programme, ensuring high-quality support for young people with Special Educational Needs and Disabilities (SEND).
- Overseeing the provision of direct one-to-one support for young people, focusing on holistic development and preparing them for adulthood.
- Collaborate with various professionals and partners to deliver a comprehensive support programme that meets the individual needs of students.
- Manage and supervise Key Workers, ensuring they effectively supporting students by completing holistic assessments of their needs and delivering on personalised action plans.
- Ensure compliance with relevant policies, procedures, and safeguarding protocols.
- Ensuring their team's delivery of KPI's relevant to their cohort of student.

**Creating opportunities with young people to**



## Key Performance Indicators

- Average attendance of students on Bath College course is 85% (subject to change based on BC contract).
- All Bath College students have completed enrolment and have suitable assessments within 6 weeks of starting the course.
- All action plans are reviewed each term in 4 weeks of starting that term.
- Assessments are viewed as suitable, holistic and good quality during Quality Assurance processes.
- All case notes, student achievement recording, attendance data and expenditure is up to date and accurate for their student within 7 days.
- Supervision for all supervised staff is conducted monthly.

## Youth Connect South West Accountabilities and Responsibilities

1. **Programme Coordination:** Oversee the planning, delivery and evaluation of the course, ensuring it meets the needs of students and aligns with the organisational goals and standards.
2. **Individualised Action Plans:** Work with Key Workers to develop and implement assessments and personalised action plans for students, incorporating their EHCP objectives, academic achievements, and personal/social development goals.
3. **Activity Planning and Delivery:** Lead and support the delivery of predominately one-to-one activities as well as collaborate with the Curriculum Team to ensure a wide and suitable offer including vocational training, work experience, PHSE education, and enrichment programmes.
4. **Occasional Direct Support:** Where necessary such as covering staff absence provide one-to-one support to students, helping them navigate their educational journey and prepare for adulthood. Attend multi-agency meetings to represent and advocate for students.
5. **Student Engagement and Support:** Engage with young people positively, helping them access opportunities within the course. Ensure their voice and aspirations are central to all planning and recording activities.
6. **Transition Support:** Responsibility for ensuring Key Workers have explored students next steps, such as further education, training, or employment opportunities. That destinations are suitable with transitional plans in place at the right time, with student needs clearly supported. This should be done in collaboration with the IAG Worker.

7. **Safeguarding and Well-being:** Ensure the safety and well-being of students by following safeguarding procedures and making referrals when necessary. Promote a safe and inclusive learning environment.
8. **Team Management:** Lead and motivate the team, fostering a culture of open communication through regular team meetings, one-on-one check-ins, while ensuring clear and timely information is shared across the organisation. Recruit, induct, supervise, and provide professional development for Key Workers. Conduct regular performance reviews and support their ongoing professional development.
9. **Budget Management:** Approve petty cash and travel requests, monitor the programme budget, and maintain accurate financial records in line with organisational policies.
10. **Record Keeping and Reporting:** Ensure that accurate records are maintained, including attendance, student progress and achievement and programme activities. Ensure confidentiality and compliance with data protection protocols.
11. **Collaboration:** Work closely with partners, including tutors, speech and language advisors, and other partner organisations, to deliver a holistic support programme.
12. **Policy Implementation:** Ensure compliance with YCSW's policies and procedures, including those related to equal opportunity, health and safety, and safeguarding.
13. **Professional Development:** Engage in ongoing training and professional development to stay updated on best practices and enhance the quality of the ILP.
14. **Timetable Oversight:** Oversee the timetables for students, ensuring that they are structured effectively to meet educational and personal development goals.
15. **Attendance Monitoring:** Take responsibility for monitoring and improving attendance of the students within the cohort, implementing strategies to address attendance issues and ensure consistent participation.

## **General Relationships**

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that Youth Connect South West can collaborate with others to deliver effective community work. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – Colleagues, Managers, Board Members, and young people.
- **External** – Community organisations, communities, commissioners, and funders.

## **Working Environment**

- The post is based at Radstock Youth Hub and Southside Youth and Community Hub, home working when agreed.
- It is essential that the post-holder can travel independently within Bath and North East Somerset. A clean driving license and own transport is desirable.

## **General Expectations**

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development.

## PERSON SPECIFICATION

**Job Title:** Inclusive Learning Programme – Team Leader **Date prepared:** November 2025

Requirements	Essential	Desirable
<b>Qualifications and training</b>	<p>English and Maths at Grade 4 (previously C grade) or functional skills Level 2</p> <p>Level 3 Information, Advice and Guidance qualification, <b>or</b></p> <p>Level 3 Youth Work qualification as recognised by the JNC Report for Youth and Community Workers, <b>or</b></p> <p>Recognised Teaching qualification or Certificate of Education, <b>or</b></p> <p>Educated to Level 3 in a related discipline with relevant experience of supporting young people with SEND, learning difficulties, disabilities, and complex needs.</p> <p>Safeguarding training and experience of addressing safeguarding concerns in line with agreed procedures and protocols.</p>	<p>THRIVE practitioner</p> <p>Mental Health First Aid</p> <p>Recognised Teaching qualification or another relevant Level 6 qualification.</p> <p>Management qualification</p>
<b>Experience</b>	<p>Experience of working with young people with special educational needs, social, emotional, and mental health needs.</p> <p>Experience of supporting young people with Education Health and Care Plans (EHCP) at Annual</p>	<p>Leading and managing staff, including responsibility for training, supervision, and quality assurance.</p> <p>Proactive involvement in funding bids, project design, and development, managing small</p>

	<p>Reviews and other multi-agency meetings.</p> <p>Experience of preparing for adulthood pathways and other services that support young people.</p> <p>Experience of supporting young people with SEND to enable their access into and participation in suitable education, training, and employment.</p> <p>Experience of working with young people to promote independent living skills and preparing them for sustainable adulthood using a person-centred approach.</p> <p>Experience of working effectively with young people from diverse backgrounds and abilities.</p> <p>Experience of enabling the voices of young people to be heard as part of their planning and ensuring they influence service delivery.</p> <p>Experience of assessing young people's needs and preparing plans and formal reports.</p> <p>Effectively responding to safeguarding issues including following child protection policies and procedures.</p> <p>Experience of working effectively in multi-agency teams.</p>	<p>project budgets, and accurately collating data to inform decisions.</p> <p>Delivering projects within budget.</p>
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	<p>Proven ability to support and deliver planned work with individual vulnerable young people and staff who engage with young people.</p> <p>Understanding and experience of programme development, delivering in an educational setting, and evaluating success.</p> <p>Oversight and quality assurance of delivery and preparation of reports to Senior Management /Commissioners.</p>	
<b>Knowledge</b>	<p>Understanding the impact of social and economic disadvantage on young people, especially those with SEND.</p> <p>Competent knowledge of safeguarding legislation and Working Together to Safeguard Children procedures.</p> <p>Understanding the impact of discrimination and how to address it.</p> <p>Knowledge of health and safety legislation and procedures.</p> <p>Understanding of qualification frameworks, training, and education systems.</p> <p>Understanding of the Preparing for Adulthood agenda and developing young people's resilience.</p>	

	<p>Understanding of strategies and methods of assessing young people and developing SMART action plans.</p> <p>Knowledge of the legislation supporting Education Health and Care Plans (EHCP) and Annual Reviews.</p> <p>Understanding of SEND legislation, the Code of Practice, and related processes and procedures.</p> <p>Knowledge of processes and procedures relating to education settings, training providers, and employment practices.</p>	
<b>Other job information</b>	<p>Postholder will be required to undergo training from time to time.</p> <p>The ability to cope with the duties and responsibilities of the post and the associated environment.</p> <p>Please note that your holiday allowance is to be taken during college breaks with five of those days being taken during term time if requested.</p>	Flexible in approach to working pattern.

#### **Youth Connect South West Values**

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.



- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.