



Inspiring Young People

## Job Description

Post Title	Salary; Grade	Contract; Hours
Group Work Team Leader	£32,900-£34,790 SCP 25-27	Permanent Full time
Responsible to	Responsible for	Work Location
Curriculum Manager	Group Workers	Southside Youth Hub Radstock Youth Hub

### Purpose of the job

As Team Leader, you will be responsible for management and co-ordination of the post-16 Group Work team. This will include developing, refining, and implementing an informal curriculum that meets the diverse needs of SEND learners, while supervising and supporting group work staff to promote their professional growth and wellbeing. Your role ensures the planning and facilitation of group sessions that support the personal, social, emotional, and academic development of young people, and you will oversee the creation and implementation of activities that engage young people and help them build essential life skills.

You will maintain quality and continuous improvement in educational delivery, including accredited work and RARPA processes, and drive ongoing improvement through data analysis, KPI reporting, and the evaluation of informal learning and enrichment activities.

Creating opportunities with young people to



You will take a leading role in planning and managing group work activities, with particular attention to off-site provision. This includes ensuring robust risk assessments are completed and recorded for all activities, maintaining appropriate staffing levels, and providing substitute facilitation as needed to ensure continuity and minimise disruption. Your oversight will help guarantee that both on-site and off-site group work is delivered safely and effectively, while supporting staff and young people throughout the process.

## **Introduction**

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. Our organisation is dedicated to supporting young people with Education, Health and Care Plans (EHCPs) through a tailored Alternative Education offer, helping those who are unable to access mainstream education. We provide both full-time and part-time programmes for post-16 learners, as well as bespoke Education Support Packages for pre-16 students, in partnership with Bath and North East Somerset (B&NES) Council and Bath College. Our approach focuses on personalised learning, vocational opportunities, and personal and social development, ensuring that every young person can re-engage with education, build essential skills, and work towards their future goals in a safe and supportive environment.

## **Responsibilities**

1. Curriculum and Group Work Leadership: Develop and refine curricula that meet the diverse needs of learners, and ensures a high-quality programme of group work that includes vocational, PSHE, and enrichment elements. Implement and monitor quality standards across group work and educational programmes.
2. Team Leadership and Development: Lead a team of Group Workers, supporting their management skills development and fostering a culture of professional growth and continuous improvement.
3. Performance and Progress Monitoring: Achieve and report on key performance indicators (KPIs) while monitoring learner progress to ensure individual learning plans are effectively managed.

4. Achievement and Recognition: Collect and analyse data to support young people in achieving informal qualifications, accredit what we can, and explore suitable ways to recognise learner success.
5. Enrichment Programmes: Manage enrichment programmes, fostering student engagement and growth.
6. EHCP Implementation: Work collaboratively with staff to develop and implement EHCPs, ensuring they are effective and regularly reviewed.
7. Staff Supervision and Management: Supervise, manage and support Group Work staff, ensuring their professional development and wellbeing.
8. Professional Development: Promote professional development opportunities for staff, facilitating continuous improvement and growth.
9. Contract Compliance: Ensure contract compliance and adherence to educational regulations with a particular focus on student achievement outcomes.
10. Innovation in Delivery: Develop and implement innovative delivery methods tailored to student needs.
11. Student Voice: Ensure students' voices are heard, considered, and acted upon in programme delivery.
12. Financial Management: Develop and manage relevant budgets, ensuring financial efficiency.
13. Positive Work Environment: Foster a positive work environment, addressing staff concerns and promoting welfare initiatives.

### **Key Performance Indicators**

- Ensure a suitable programme of activity is available for all Inclusive Learning Teams, including a minimum of 6 hours of group work a day at sites for full-time courses (Radstock and Southside); or 18 hours over the week for part-time courses.
- Ensure all group work sessions are planned, delivered, and evaluated to a high standard, as verified through rigorous quality assurance processes.

- All student data from group work is updated within 1 week, including attendance, evaluations, case notes and achievement data.

## PERSON SPECIFICATION

**Job Title:** Group Work Team Leader

**Date prepared:** September 2025

Requirements	Essential	Desirable
<b>Qualifications</b>	<p>Recognised teaching qualification at Level 3 or above.</p> <p>OR</p> <p>Level 3 Youth Work qualification as recognised by the JNC Report for Youth and Community Workers.</p> <p>OR</p> <p>Educated to Level 3 in a related discipline with relevant experience of supporting young people with young people with SEND, learning difficulties, disabilities, and complex needs.</p> <p>Safeguarding training and experience in addressing safeguarding concerns in line with agreed procedures and protocols.</p>	<p>Management and/or leadership qualification.</p> <p>Mental Health First Aid.</p>
<b>Experience</b>	<p>Experience of working with young people with special educational needs, social, emotional, and mental health needs.</p> <p>Leading and managing staff. Responsibility for training and supervision.</p> <p>Experience of preparing for adulthood pathways and other services that support young people.</p>	<p>Experience of co-ordinating provision across multiple sites and ensuring continuity and quality of the curriculum.</p> <p>Delivering project on budget.</p> <p>Experience of delivering in an informal setting.</p> <p>Oversight and quality assurance of delivery and preparation of</p>

Experience of supporting young people with SEND to enable their access into, and participation in, suitable education, training, and employment.

Experience of working with young people to promote independent living skills and always prepare them for a sustainable adulthood using a person-centred approach.

Experience of working effectively with young people from a diverse range of backgrounds and abilities.

Experience of enabling the voices of young people to be heard a part of their planning and ensuring they influence service delivery.

Experience of creating lesson plans and schemes of work and effectively evaluating delivery.

Effectively responding to safeguarding issues including following child protection policies and procedures.

Experience of working effectively in multi-agency teams.

Proven ability of supporting and delivering planned work with individual vulnerable young people and staff who engage with young people.

Understanding and experience of programme development, delivering in an informal

reports to Senior Management/Commissioners.

Proactive involvement in funding bids, project design and development, small project budgets and accurately collating data to inform.

	<p>educational setting and evaluating success.</p>	
<p><b>Skills and knowledge</b></p>	<p>Effective communication skills both orally and in writing.</p> <p>Good team working skills.</p> <p>Understanding the impact of social and economic disadvantage on young people, especially for those with SEND.</p> <p>Competent knowledge of safeguarding legislation and Working Together to Safeguard Children 2017 procedures.</p> <p>Understanding the impact of discrimination and how to address this.</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), Annual Reviews.</p>	

	<p>Understanding of SEND legislation, the Code of Practice 2015 and the related processes and procedures.</p> <p>Familiarity with current related legislation and policy.</p> <p>Knowledge of processes and procedures relating to education settings, training providers and employment practice.</p>	
<b>Abilities</b>	<p>Reliable and consistent approach to working with young people.</p> <p>Active listener who is curious.</p> <p>Ability to work to agreed objectives and to plan time and workload according to priorities.</p>	
<b>Other requirements</b>	<p>Youth Connect South West 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.</p> <p>All staff are aware of, and trained in, safeguarding procedures and must have a satisfactory DBS certificate.</p> <p>All staff are expected to adhere to Youth Connect South West equalities, diversity and inclusion practise.</p> <p>All staff are expected to show a commitment to their own professional development.</p>	

Flexible in approach to working pattern.

The ability to cope with the duties and responsibilities of the post and the associated environment.

It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South-West. A clean driving license and own transport is desirable.

### **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.