



Company	Utopia Project
Job Title	Programmes Lead
Responsible to	Head of Centre
Prepared by & date	Danny Cooke, Head of Centre – 19 th November 2020

Employee Specification

Essential Attribute	Identified by	Desirable Attribute	Identified by
Qualifications			
<ul style="list-style-type: none"> Recognised teaching qualification OR degree or in youth work related field. GCSE Grade C or above in English, Math's and ICT (or equivalent level qualification). 	<p>Application</p> <p>Application</p>	<ul style="list-style-type: none"> Evidence of further relevant study (e.g. CPD courses) Safeguarding Training First Aid D1 Minibus License Sports coaching or NGB qualifications e.g. Football Coaching 	<p>Application</p> <p>Application</p> <p>Application</p>
Experience			
<ul style="list-style-type: none"> A minimum of 3 years experience working with vulnerable disadvantaged and disengaged young people. A proven track record of working with young people with a range of special needs and behavioural difficulties to achieve positive outcomes. Experience of working with young people with Social, Emotional and behavioural difficulties. Experience of engaging hard to reach young people through challenging activities. Experience of managing groups of young people with difficult behaviour. Experience of creating and maintaining assessment/tracking records for individuals and groups. 	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application</p>	<ul style="list-style-type: none"> Proven track record in leading activity/education programmes for young people. Evidence of managing a small team. Experience of working with Children Look After and young people with caring responsibilities 	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>

Skills and Knowledge			
<ul style="list-style-type: none"> • Ability to plan and deliver an appropriate personal development curriculum to meet the needs of hard to reach young people. • A high level of organisational skills. • Excellent communication and interpersonal skills. • Ability to work independently and manage own workload. • Able to use different teaching and learning styles to engage young people with a diverse range of needs and implement strategies to overcome barriers to learning. • Knowledge of Safeguarding and Child Protection procedures. • Ability to be flexible and adaptable to the needs of young people. • Sound IT skills including use of Word, PowerPoint, Excell 	<p>Application/ Interview</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application</p>	<ul style="list-style-type: none"> • A sound & up to date knowledge and understanding of the latest BTEC Sport and Active Leisure and BTEC creative media curriculum. • Up to date understanding of SEN issues for young people with diverse needs. • Confidence and competence in using Information and Communication Technology. 	<p>Interview</p> <p>Application/ Interview</p> <p>Application</p>
Special requirements			
<ul style="list-style-type: none"> • Reliable and flexible with an excellent sense of humor. • Passion, resilience, and relentless optimism • Ability to lead, motivate, engage and inspire young people to overcome barriers to learning in order to achieve their potential. • Ability to promote and endorse the Utopia core values and ethos. • A genuine care for young people who have experienced difficulties throughout their lives and a desire to support them in achieving successful outcomes. 	<p>Reference/ Interview</p> <p>Reference/ Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<ul style="list-style-type: none"> • Desire and passion to improve educational outcomes for all young people, especially those who have become most disengaged with education. 	<p>Interview</p>