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| **Guidance** |
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| A template must be completed for each Job Placement role that is being offered. For example, if the 30 Job Placements are split across two roles, clerical assistant and retail assistant, you need to complete two templates. |
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| DWP Bid Unique Identifier | To be completed by DWP only. |
|   |   |
| Job Placement title | Enter the title of the Job Placement you wish to fill. |
|   |   |
| Job Placement summary  | Enter a description of the Job Placement. Include details of the main responsibilities of the role and the key activities that will be carried out.  |
|   |   |
| Skills, experience and qualifications | Enter details of any skills, experience or qualifications that are preferred or required for the role. For example, a driving license. |
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| Job category  | To be completed by DWP only. |
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|   |   |
| Number of hours per week | Enter the number of hours per week.  |
|   |   |
| Working pattern and contracted hours (including any shift patterns)  | Enter the working pattern. |
|   |   |
| Hourly rate of pay  | Enter the hourly rate of pay. If this will be the national minimum wage enter the wording: National Minimum Wage See www.gov.uk for further information on the National Minimum Wage. |

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| Details of employability support (training opportunities/mentor) | Kickstart participants must be provided with support to improve their employment prospects to help them move into long-term sustained employment. Describe what support will be offered. This may have been included in your application to Kickstart. Note: If this is being provided by an intermediary body you should enter this here. |
|   |   |
| Company name | Enter the company name for the Job Placement. |
|   |
|   |
| Using the table please provide details for each Job Placement by location. If there is one location complete the first line only. | The employer Job Placement reference number (where applicable).The location and address where the Kickstart participant will be working.The contact details for each Job Placement.The preferred method that the applicant should contact you to apply, such as: email address for CVs, link to access an application form on your company's internet site, contact number and times to call if the application is to be made via telephone.The number of Job Placements per location.The maximum number of applicants you want DWP to refer to you. If known, indicate if public transport is available. If known, enter the anticipated start date/s. |
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| Closing date for applications | Enter the final date that you want to receive applications. |

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| DWP Bid Unique Identifier |  |
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| Job Placement title | Teaching Assistant  |

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| Job Placement summary |
| Utilising funding provided by the new Government Kickstart Scheme Scunthorpe United CSET will create a new 6-month job placement for a young person who is currently on Universal Credit and/or at risk of long-term unemployment.The new Teaching Assistant will be key to success and growth of the Community Trust. We are looking for an individual who can display and adhere to the values that underpin the Foundation's way of working. We expect them to be Passionate, Trustworthy, Considerate, Flexible and Progressive.We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the club.This role will be a fixed term for an initial 6 month contract, with a view to make this a permanent position. **Main Duties.*** To assist in teaching on Sport study programme – NCFE Level 3.
* To assist teacher’s in their role
* Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring. These should be to the standard of funders and Ofsted.
* To understand and implement support for the diverse needs of all learners.
* Support development of programmes of learning activities and adapting appropriate materials
* Supporting with events, trips and activities.
* Supporting children who need extra support to complete tasks
* Supporting teachers to plan learning activities and complete records
* Supporting teachers in managing class behaviour
* Supervising group activities
* **To contribute effectively to the team’s collective responsibility for:**
* *Marketing activities*
* *Regular meetings*
* *Planning, designing and up-dating the programme and its materials and activities*
* *Delivering the programme*
* *Creating and maintaining course, student records and associated administration*
* *Recruitment and interviewing of students*
* *Monitoring student progress*
* *The evaluation of the programme*
* *Identifying personal and professional development needs*
* *Developing and maintaining links with employers*

**General Responsibilities.*** To contribute to the offer of students high quality learning experience, in order to assist them in achieving their goal or qualification for which they are studying.
* Work positively and collaboratively with colleagues to ensure that students have the best opportunity to flourish and succeed
* Ensure that appropriate challenging student targets are effectively set and monitored
* To contribute to the organisational requirements.

**Other Duties:** * To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.
* To work with others to support develop existing and new programmes.
* To undertake any other duties within reasonable requirements of the job role.
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| Essential skills, experience and qualifications | **Knowledge & Experience*** Educated to NVQ level 3 (or equivalent) or able to operate at Certificate of higher education level (desirable)

**Skills and competencies** * Must be a consistent team performer and able to forge excellent working relationships with team members, partners and the general public
* Have a polite and courteous manner and a personable approach
* Energetic and forward thinking
* Willing to work in high pressure situations
* Confident, positive and happy speaking/interacting with people
* Be organised and have good time management skills
* Reliable and dependable at all times
* Honest, reliable and trustworthy
* Close attention to detail with an ability to work under pressure
* Proficient in use of Microsoft Office systems eg Office, Excel, Access and Powerpoint or equivalent system

**Other Requirements*** A willingness to learn and develop as an individual, through CPD (essential)
* A passion for the work of the Foundation (essential)

**Safeguarding** * To have due regard for safeguarding and child protection policies, including the welfare of children and young people
* All new employees are subject to DBS checks, with our safeguarding officer.
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 hours per week  |
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| Working pattern and contracted hours (including any shift patterns) | 5 hours per day, Monday – Friday, hours per day may vary |
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| Hourly rate of pay | In line with current levels of minimum wage, for example pro rata based on 25 hours per week as of April 2020;Age 21 to 24 - £10.660Age 18 to 20 - £8,38521 to 24 - £8.20 per hour18 to 20 - £6.45 per hour  |

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| Details of employability support (training opportunities/mentor) |
| Kickstart participants will receive the same level of support as any other member of staff at the Community Trust/Club. This will include, but not be limited to;* Needs analysis, looking at areas the individual will want to develop and improve
* CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector
* Regular reviews with manager
* Appraisal after 3 months
* Employability skills and job readiness coaching

If the role continues after the 6 month placement, the individual will receive a guaranteed interview |

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| Company name | Scunthorpe United CSET |
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| Closing date for applications | 9th July 2021 |

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| Using the table on the next page please provide details for each Job Placement by location. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Job Placement reference (where applicable) | Job Placement location and address (including post code) | Contact details for the Job PlacementNameEmail addressTelephone | How to apply for the Job Placement | Number of Job Placements at location | Maximum number of referrals per Job Placement | Is public transport available? Yes/ No/ Don't know | Anticipated start date/s (if known) |
|  | SUFCSands Venue StadiumJack Brownsword WayScunthorpe DN15 8TD |  Gav Cooperg.cooper@scunthorpe-united.co.uk01724 705010 | Email cv and covering letter to g.cooper@scunthorpe-united.co.uk |  | 20 | Yes  | Start (if possible)W/C 19th July, subject to references and DBS checks. |
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