



Alternative Education Lead

We're looking for a part time Alternative Education Lead to join our Cambridge based team. This is a pivotal role, and a fantastic opportunity to be creative in building, developing and delivering a programme of alternative education. This is one of Turtle Dove Cambridge's core services, designed to engage, empower and build confidence in young women aged 14-24 who are or are at risk of being NEET.

This is a part time, term time role, working 20 hours per week, £25,000 - 27,000 full time equivalent, depending on experience. The core hours are Monday & Tuesday 11:00-15:00 for programme delivery, and the remaining hours can be worked flexibly. The hours are term time except for two weeks work required within the holiday periods over the course of the year; these 40 hours can be split between school holidays as required.

Responsibilities:

- Organise, plan and deliver an engaging programme of alternative education to our young women
- keep accurate and up-to-date records of all lesson plans, attendance, sessions and outcomes
- liaise with schools, parents/carers, other agencies such as County Council, Social Services to promote the programme and actively seek new referrals
- work with existing partner organisations, such as St Catherine's College, CambsCuisine, to maintain relationships, book sessions in and to periodically review with them their offer
- identify and develop relationships with new partner organisations
- ensure students are safeguarded at all times
- carry out risk assessments for students, venues, activities
- create lesson plans for taught content such as food safety, allergen awareness, customer service, successful CV writing, personal resilience etc.
- gather feedback on the programme from students, parents/carers and referring agencies such as ending of programme QA questionnaires
- ensure transport is provided and arranged if needed for students to get to and from the sessions
- any other reasonable responsibilities or duties as directed



You carry out all of the above activities in accordance with our company values of being:

1. Supportive: we support each other in fulfilling our mission
2. Tenacious: we constantly strive to do the right thing, even if it's difficult
3. Celebratory: we celebrate other people's successes
4. Enabling: we provide the launch pad to enable people to work independently

Experience

- delivery against agreed service plans and managing services in line with agreed budgets, targets and plans
- experience of working with young people and families in a supportive capacity, including at-risk groups
- experience with multi-agency working
- experience of work supporting at-risk groups and developing, setting up and implementing the educational offer to engage young people
- experience of work within an education setting is desirable but not essential

Knowledge, Skills & Attributes

- Ability to work with and teach different groups
- Ability to communicate effectively and appropriately in a variety of situations
- Good organisation, and inter-personal skills
- Ability to work autonomously