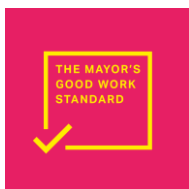


APPLICATION PACK



CACT Casual Intervention Programme Assistant



APPLICATION PACK



A new report has shown that across Charlton Athletic Community Trust's (CACT) programmes in South East London and Kent, a social value of £49,609,000 has been generated. This means that for every £1 the charity invests in a one-year period, £9.52 of social value is created.

An independent charity since 2003, CACT's work and its impact has grown year on year, now working with over 25,000 participants annually.

CACT has identified three core outcomes which underpin its work in the community:

- Improved physical and mental health and wellbeing
- Improved access to education and employment
- Increased community and social cohesion

CACT runs more than 65 programmes which help achieve these outcomes.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Services

This is an exciting time to join CACT as we have recently launched a new five-year Strategic Plan for 2024-2029 informed by extensive consultation with our communities, our staff, our Trustees and our partners:

Our Mission	Our Values	The Golden Threads that are woven throughout everything we do
"Rooted in, trusted by and working in partnership with our communities to deliver positive outcomes"	<ul style="list-style-type: none"> ✓ Adaptability ✓ Equity ✓ Integrity ✓ Passion ✓ Respect 	<ul style="list-style-type: none"> ✓ Safeguarding ✓ Leadership & Governance ✓ Equality, Diversity & Inclusion ✓ People & Organisational Development

Casual staff benefits include:

- Friendly working environment
- Employee Network Groups (Equality, Diversity and Inclusion Working Group (EDIWG), Women’s Network, Green Team and the Health and Wellbeing Network)
- Flexible Working
- Internal and external training opportunities
- London Living Wage employer

CACT is committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

CACT has achieved both the Mayor of London’s ‘Good Work Standard’ accreditation and ‘Investors in People’ accreditation. Together they provide external validation that CACT is a great place to work.



JOB DESCRIPTION

Job Title:	Intervention Programme Assistant (IPA)	Reporting to:	Intervention Manager
Pay:	£13.85 ph	Contract type:	Casual
Location:	Woolwich Common Youth Hub, 144 Nightingale Place, SE18 4HE	Days and hours of work:	To be agreed with applicant, circa 12 hours p/w
Document created:	November 2024	Ref number	CACT/IPA/01-03

Purpose of the Role:

In collaboration with the Royal Borough of Greenwich and Newhaven School, Charlton Athletic Community Trust (CACT) has launched a programme designed to support children and young people (CYP) in Key Stages 3 and 4 who need brief intervention outside the mainstream school environment. The Young Greenwich Learning Hub aims to enhance the likelihood of these students returning successfully to regular schooling. By providing additional support, the programme aims to address individual needs, minimise exclusions, and maximise educational success.

The Young Greenwich Learning Hub's IPA will:

- Provide support to an assigned group of young people who are currently unable to attend mainstream education.
- Assist in facilitating the reintegration of CYP into mainstream education as early as possible
- Guide CYP towards the most appropriate next educational step.

Key Responsibilities include (but not limited to):

- Provide assistance to the Intervention Manager in the daily operations of the Young Greenwich Learning Hub (YGLH)
- Ensure the maintenance of accurate records and adhere to all safeguarding policies and procedures.
- Contribute to the planning and delivery of interventions aimed at supporting the emotional wellbeing of CYP.

- Collaborate with RBG Inclusion and Newhaven School to deliver services and share essential information.
- Assist in developing resources, worksheets, and lesson plans.
- Communicate with parents and carers as needed.
- Support Intervention Officers in identifying and addressing barriers that may prevent young people from accessing the provision.
- Serve as a positive role model for young people by demonstrating professionalism, a positive attitude, and upholding CACT's values.

The successful candidate will be responsible for supporting teaching and learning by:

- Working with small groups of young people identified for additional support
- Assisting in the learning programmes for young people
- Facilitating access to the online learning platform and encouraging engagement with online partners
- Ensuring that CYP complete learning tasks, providing feedback to the tutor on individual progress, learning gaps, and specific needs
- Maintaining high expectations for young people and fostering a positive learning environment

Monitoring, Assessment, Planning, and Recording

- Assisting in the monitoring and evaluation of programme delivery
- Ensuring compliance with GDPR and Information Governance regulations
- Support the keeping of detailed session notes on young people's learning engagement
- Assist in planning and preparing assessment tasks
- Establishing activities that support our young people's physical and emotional development
- Keeping accurate records of attendance and sharing relevant information with professional groups when necessary.

PERSON SPECIFICATION

Job title: Intervention Programme Assistant

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience working with young people. • Experience supporting children and young people (CYP) with diverse special needs. • Experience delivering sports or youth-focused activities. • Administration experience including maintaining accurate documentation 	<ul style="list-style-type: none"> • Experience working in schools, or in a further education/sixth form college environment • Familiarity with Ofsted inspections • Proven ability to support young people in achieving their goals and attaining positive outcomes • Experience in mentoring • Experience working with NEET's.
Skills, ability & knowledge	<ul style="list-style-type: none"> • Strong interpersonal skills • Capability to create a variety of suitable enrichment resources 	<ul style="list-style-type: none"> • Understanding of CACT programs • Ability to build a rapport with colleagues and young individuals • Familiarity with the National Curriculum
Personal qualities	<ul style="list-style-type: none"> • Strong drive and enthusiasm • Deep passion for working with and supporting young people • Eager to contribute to a team dedicated to creating a positive environment for young people outside mainstream education 	



APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <https://charlton.clubcast.co.uk/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk

Please note: CVs will **not** be considered.

Closing date for applications: 24/11/2024

Interviews will take place the week after the closing date.