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| **Kickstart Scheme jobs template** |

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| **Kickstart Scheme Application ID** | **KS3944376C** |
| **Job vacancy title** | Code Sensei |
| **Company name** | CNF Watford Limited |
| **Company postcode** | MK9 1BP |

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| **Job summary** |
| Responsibilities include:· Oversee the cleanliness of the environment· Conduct taster sessions · Work with parents to define children’s learning needs.· Provide centre tours while maintaining awareness of students currently in the centre.· Engage with children and families in the centre.· Ensure that parents understand how their child is learning and progressing.· Guide the children in their learning of the coding languages· Ensure the centre is a fun and safe learning environment for our students.· Uphold corporate standards with respect to centre cleanliness & operational standards.· Ability to think on the fly and be perceptive to centre dynamics.· Commit to a certain number of events over the year such as holiday camps and PNO |

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| **Essential skills, experience and qualifications**  |
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| **Hours per week** | **25** |
| **Working pattern**  | 25 hours p/w. Monday to Friday |
| **Hourly rate of pay** | NMW |

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| **Employability support - Training provided by Impactful Governance – CIC (Gateway)** |
| **Month one of appointment:** Work preparation for *this* roleWeek 1 – session 1 Work Readiness Welcome to your new role* Working in different sectors
* Organisation types
* Achievement

Week 1 – session 2 Structures of organisations Expectations of the role* What employers need.
* Structures and reporting
* Leadership models
* Research on how we work
* Team work and individual roles

Week 2 – session 3 Applying yourself The wider community and your role in it* Emotional rewards or work
* Team roles
* Empathy in the workplace
* Interview skills
* Behaviours

Week 2 – session 4 Communications Communication & Action Planning* Conversation cycle
* Learning styles
* Voicing concerns the right way
* Inclusive practices
* Active listening
* Action Plan

**Month five of appointment:** Preparation for the *next* job (Job readiness)Session 5 & Session 6 Mentoring & Coaching* Support will be offered (for example helping with writing their CV and preparing for an interview). All of all modules as outlined in the Training Agreement. Each session will be for at least one hour. Sessions are held remotely over Zoom. The participant will provide feedback during their placement and after training, and this will be acted on if needed. As part of a signed agreement, employers will allow the employee to participate in the training and where sessions are in the evening or weekend, allow Time Off in Leu (TOIL). Each employee is scheduled into training programmes, informing the employer and the employee about the time and date and begins once started in the role.
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| **Where is this job based?** | **No of jobs at this location** | **When do you want to start advertising this job?** | **Maximum number of referrals** **you wish to receive per job** | **Is public transport available** **to this location?** | **Full address and postcode of the job location** | **Contact name, email and phone number** for this job | **Closing date for applications** | **How to apply** | **Anticipated start date** for this job |
| Watford WD24 7RT | 2 | 15/11/21 | 50 | yes | Code Ninjas Watford, Asda Superstore, Odhams Trading Estate, St Albans Road, WD24 7RT | **Jass Patel**Jass.patel@codeninjas.com **07931740921** | **31/12/21** | CV by email & interview appointment time to be agreed with employer by phone. | **21-11-21** |