



CAST Angling Projects  
Cornerstone House  
Tilford Road  
Newstead Village  
Nottingham  
NG15 0BU

## **CAST Angling Projects. Project and Teaching Assistant, Angling**

**Salary** - £22,000.00 per annum

**Hours of Work** – by arrangement with the Line Manager

**Contract** – Full time, permanent

The CAST project has been working with significant numbers of disadvantaged and hard to reach young people since 2001. Originally a community-based fishing club for young people in Nottinghamshire CAST has developed into much more. Since 2003 we have been providing alternative provision for schools, utilising land-based studies, angling and outdoor construction as a means of engaging hard to reach young people in education. The intention is always to reintegrate our students back into formal education or support them into work, further education, or training. The project has broadened its scope in providing a range of empowering activities and opportunities to support young and increasingly other vulnerable people, to help them make informed decisions about their personal health, education, employment, and leisure time. A significant number of our staff team have at one time been beneficiaries of CAST.

In addition, CAST provides group activities with a positive focus for young people in deprived communities outside of school. The project is commissioned to carry out workshops for a selection of agencies working with young and vulnerable people. CAST has been successful in supporting large numbers of young people over long-term periods and as a measure of its impact has appeared on BBC1 Countryfile and in the Guardian Educational Supplement.

Finally and importantly, through work with our students, CAST carries out many self-funded projects to benefit communities, wildlife, and conservation. These could be in the form of environmental improvements, conservation projects or land management but often in the form of construction projects, as diverse as establishing bird feeder stations, developing wheelchair access to fisheries, or building litter bins to deal with litter in the countryside. We also manage a 230 acre park with abundant wildlife and our own accessible fishery.

Since 2016 CAST has been an independent Community Interest Company and operates on the basis of a social enterprise, having a charitable approach whilst creating an income and delivering the project's many social aims. The project is a dynamic organisation which seeks to develop as an ethical employer providing a warm, caring, and vibrant environment for staff and students alike and makes a positive impact on the lives of our students.

**Please note that the successful applicants will be required to complete a DBS disclosure form.**



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## **Job description – Project and Teaching Assistant, Angling**

**Job Title** – Project and Classroom Assistant – CAST Angling Projects

**Salary** - £22,000.00 per annum

**Hours of Work** – By arrangement with the Line Manager

**Contract** – Full time, permanent

**Responsible to:** CAST Project Manager.

CAST developed as a community-based angling project and whilst a significant element of our education courses and work with students is now land-based, we still have teams carrying out angling sessions for students and schools on a daily basis. These run throughout the year. As part of our continued development at CAST we are aiming to add, in addition to our work for schools, a greater emphasis on out of school, holiday period, angling workshops for communities, fisheries, charitable organisations, local authorities etc:

Your role will be to work with a Tutor/Angling Coach to deliver practical angling sessions and support classroom learning for students. The angling sessions may be short 2.5 hour sessions or may often be longer extended sessions. The classroom sessions will typically be short 1 to 1.5 hour sessions. Angling sessions will be well planned and resourced, varied and cover a variety of styles, fish species and fishery types. Your skills as an angler, patience, and motivation to help students or young people succeed will be essential for delivery of excellent sessions.

Within our angling work we carry out work to our own developing, accessible fishery and also work to other fisheries. This work is carried out with partner organisations such as Environment Agency, Angling Clubs or local authorities. This work may involve ground maintenance, installation of disability access, habitat improvement or fish husbandry. The work is generally inspiring for all involved and you will support the work of the Tutor in delivery of this work.

Most of our staff at CAST develop their careers within the organisation and our expectation is that CAST will provide training and support for motivated Assistants to progress into Tutor roles and lead their own sessions.



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## **Responsibilities**

- To support the courses delivered by CAST Tutors, providing learning support for young people in classroom sessions and coaching support on practical delivery, specialising in sessions for angling but also covering land-based activities.
- To provide and monitor learning support for young people in classroom sessions and practical delivery sessions for the angling and land-based activities.
- To support the development of practical skills in students.
- To assist the development work of project activities and support other project staff
- To work as an effective key worker as designated by the Team Leader, offering additional behaviour management interventions such as diffusion of challenging behaviour and providing 1-2-1 engagement and encouragement to learners when needed and across all settings.
- To facilitate the transportation of project clients and beneficiaries where required.
- To carry out lesson planning and preparation for existing courses and to support the development of new courses and in line with auditable standards.
- To prepare equipment and resources for practical sessions.
- To play an active part in the maintenance in CAST policies and procedures.
- To play an active role in the maintenance of CAST resources and equipment.
- To play an active part in the recording, maintenance and monitoring of the Safeguarding Children Policies and Procedures and to attend internal and external meetings in relation to protecting children and in agreement with your line manager.
- To understand and act responsibly in all aspects of the Health and Safety Policies relating to the CAST project across all settings.
- To comply with all CAST Policies and Procedures.
- To undertake training and continuous professional development, as recommended or required.
- To provide a favourable image of the project at all times to the public, partners, learners and customers.
- Any other duties which may reasonably be considered to come under the remit of the post.



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## **Person Specification**

### **Essential**

- Skilled angler with competence over a number of different angling styles.
- Experience of working with young people and / or vulnerable and difficult to engage groups.
- Experience of managing, reporting and monitoring challenging behaviour
- Experience of working as part of a team for a common goal as well as under your own initiative as needed
- Be calm and supportive at all times and particularly when under pressure and when delivering frontline support
- Good spoken and written communication and practical skills on all levels
- Be honest, diligent, reliable and trustworthy and present a good image of CAST at all times.
- Have the drive and desire to develop a career in education or working with young people.
- An ability to develop new educational material for CAST courses.
- An ability to appraise and evaluate learners' progress, i.e. session reviews, pupil's records and more formal monitoring reports.
- A commitment to safeguarding.
- A knowledge of and commitment to Health and Safety, Risk Assessments and Equal Opportunities policies and procedures.
- Able to work flexibly, identifying and responding to the needs of individual learners and for the best educational outcomes
- IT competent particularly MS office and Internet based resources.
- Full Driving license

### **Desirable**

- Experience of supporting lesson delivery across a variety of settings and subject areas.
- A qualification in training delivery
- A working knowledge and proven competency in understanding educational developments and implementing these where necessary.
- Experience of lesson preparation in an education capacity.
- Qualified First Aider.
- Full mini bus license or D1.



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## **Role of the Project and Teaching Assistant**

This is an outline of the work expected and generally carried out by Project and Teaching Assistants. Different Assistants may carry out/share different tasks within this brief, but all tasks may fall under the remit of an Assistant

To support the work of the CAST in the delivery of the CAST project. To work supporting classroom and practical lessons and relevant educational visits and trips and the delivery of educational and other qualifications as outlined by the CAST delivery. To support the maintenance, development and sustainability of the CAST project.

### Specifically:

Support delivery of classroom activities as directed by the Tutor

- General preparation of learning resources and classroom
- Preparation of equipment and kit – previous day
- Ensure all students have the right resources
- Support students in need of additional literacy
- Supervise of students before and after sessions
- Preparation of practical resources
- Sit at the very back of mini-bus and inform driver if any intervention required making sure all students have seat belts on.
- Support students during the practical session as directed by the Tutor.
- Ensure all kit is taken off the bus after sessions, bus left tidy and rubbish free
- Monitoring, including daily student monitoring sheets, completed
- Ensure both buildings are clean at all times to a high standard (classroom, kitchen)
- Prepare registers and clear/clean food bags at the end of the day
- Make sure white board and red book are filled in correctly daily.
- Ensure folders are put away each day and prepared for the next day.



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- SMSC resources and worksheets are ready for the day ahead
- Prepare cooking gear where required, and clear/clean at the end of the day
- Support staff whenever asked/needed.
- Keep first aid kit and Tutor rucksack updated
- Check in all tools at the end of each session
- Be consistently aware of your safeguarding responsibilities and ensure that you are confident in understanding and delivering them.
- Never be afraid to ask for advice.
- Enjoy being an integral part of the CAST Team.

Reviewed 09 August 2023.