



Lothian Area Board of Young Enterprise Scotland

Role of the Link Teacher



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The Link Teacher has the role of facilitator and communicator with all the people involved in the running of the Young Enterprise company. This includes the Achievers, Advisers, Young Enterprise Area Board, local staff members and UK Office, the School Board Members, Senior Managers, and other staff from the school or college, parents, Press and local businesses. The main roles of the Link Teacher are detailed below:-

Registering the Company and the Company Programme Website

The Link Teacher must be present when the company is registered online and ensure that registration details are correct. The Link Teacher is then responsible for handing out usernames and passwords, updating the company registration details, moderating what the company has posted to the “company profile” and “company members” sections of the website and deactivating the accounts of Achievers if they misuse the website.

Administration

The Link Teacher is the contact point between the school/college and Young Enterprise. He/She attends Area Board briefings, supplies reports to the board and ensures the effective flow of information regarding dates, trade fairs, competitions, meetings etc. to the Achievers.

Other administration responsibilities include:

- organising access to rooms, computers, telephone/fax, and equipment for the Achievers both from within the school/college and from external sources;
- helping with the organisation of transport for events, trade fairs, competitions, presentations etc.
- overseeing the arrangements for the examination, liaising with the Examination Officer at the school and helping the Achievers prepare for the Strathclyde Examination.
- ensuring that, where relevant, Company Programme activity fulfils course requirements and that Achievers’ achievement is recorded towards their assessment;
- developing links with outside businesses and agencies, including the Press to help with Company Programme activity;
- ensuring that health and safety regulations are adhered to.



Promotion

When recruiting, Link Teachers publicise the benefits of taking part in the Company Programme to Achievers from all areas of the curriculum (not just Business and Economics). In addition Link Teachers promote Young Enterprise programmes to School Board Members staff and parents. Company Programme links too many areas of the curriculum and develops a wide range of key skills. Link Teachers often successfully work with staff from other departments to help support Achievers.

Supporting Achievers

Link Teachers support Achievers by motivating and encouraging them, acting as a mentor/listener, mediating problems (be careful not to jump in too early) and helping them to review their progress through the Record of Achievement. It is important to remember that it is the Adviser who will be supporting and guiding the Achievers to run their company and that the Link Teacher role is separate to this (the Link Teacher should not become an extra adviser) Link Teachers also help Achievers to liaise with school/college staff and outside agencies such as the press. In addition the link teacher is responsible for preparing Achievers for the Young Enterprise qualifications or supporting them with any other accreditation that has been chosen (see chapter 6).

Supporting Advisers

The Link Teacher role in supporting Advisers is to brief them at the start of the year, act as their main point of contact with the school, ensure the smooth running of interaction between Achievers and Advisers and iron out any difficulties. Link Teachers are also involved in helping with the recruitment and retention of Advisers. Many of these functions are ongoing throughout the length of the Company Programme but there are certain things that must be done at critical times. For example, a quick start-up in September is one of the secrets of success so that the benefits of the Christmas market can be maximised. The Link Teacher needs to begin preparation during the preceding summer term so that a good start can be made after the holiday.

Working with the Adviser

It is important to appreciate the complementary roles of the Link Teacher and the Advisers. The Advisers give guidance to the Achievers on business matters so it is not necessary for the Link Teacher to have a detailed knowledge of business. Nor is it necessary for the Link Teacher to attend the Young Enterprise company meetings although in practice the Link Teacher will usually be available, if needed, to support and facilitate activity.

CAUTION - Link Teachers may find themselves drawn into becoming an extra Adviser. Link Teachers should try to avoid taking on the Adviser role as Achievers may be inclined to get you do the actions where the company members should be doing this for themselves.



Remember - Advisers are Volunteers as well!

Advisers are very valuable volunteers who give up their time to help the Achievers and should be thanked appropriately. As suggested in this document, introducing them to the Senior Management of the school/college is a positive way of making them feel valued and of cementing the relationship.