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**Physical Education Officer**

**Job Description**

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| **Job details** | | | | |
| **Job title:** | Physical Education Officer | **Salary:** | | Band 2 - S.C.P 5 - 8 (£18,231 - £21,105). |
| **Type of contract** | Full time, 37 hours per week (exclusive of breaks)  12 months (Extension subject to further external funding secured each academic year) | | | |
| **Location** | Blackpool FC Community Trust, Bloomfield Road Stadium.  Based in various schools throughout the working week. | **Closing date** | | 5pm, Wednesday 28th April 2021  Successful candidates will be notified on Friday 30th April  Interviews to take place on Friday 7th May 2021 |
| **Responsible to:** | PE Manager | **Team:** | Premier League Primary Stars | |
| **How to apply:** | **Please complete our application form and email to** [**chris.debar@bfcct.co.uk**](mailto:chris.debar@bfcct.co.uk) or post it to:  Blackpool FC Community Trust, F.A.O. Chris Debar, PE Manager, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ. The application form and JD can also be downloaded from our website [www.bfcct.co.uk](http://www.bfcct.co.uk)  **This job will be subject to satisfactory references and enhanced DBS procedures.** | | | |
| **Job Purpose:** | Blackpool is a great town with world renowned landmarks and fantastic people. It is a superb place to work. Blackpool also has a football club steeped in history and with a wonderful future, along with a high performing and well-established Community Trust. It is an amazing time to be working for the football club and the Community Trust in this proud town.  Blackpool FC Community Trust, based at Bloomfield Road Stadium and is the official charitable arm of Blackpool Football Club, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.  An exciting opportunity has arisen for someone to join Blackpool FC Community Trust as part of the established Premier League Primary Stars team. We are looking for a PE Officer to work in the PE landscape of local primary schools, supporting teachers in delivering high quality PE lessons that ultimately benefit the pupils. This is achieved through 1 to 1 support and delivering a range of workshops.  The post holder will have a broad range of experience in delivering high quality sport and PE provision, whilst also having a good knowledge of health-related activity, to be used to inspire the people of Blackpool to live a healthy lifestyle. | | | |

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| **Main role and responsibilities** | |
|  | Facilitate the professional development of local primary school teachers to increase their confidence, knowledge and skills to be able to deliver PE lessons, by working 1 to 1 to tailor their individual support plans. |
|  | Deliver high quality PE, sport and physical activity sessions in local primary schools, with a range of participants and classes. |
|  | To comply with the Community Trust approach to PE, using the afPE ‘Head-Hands-Heart’ model and applying it to all PE curriculum provision. |
|  | To develop and maintain relationships within primary schools. |
|  | To deliver/co-deliver PE workshops to primary school staff, including the designing and planning of the workshops. |
|  | To co-ordinate other aspects of the Premier League Primary Stars project where appropriate. |
|  | Maintain and develop relationships with delivery venues. |
|  | To carry out administrative duties such as statistics forms, risk assessments and case studies. |
|  | To co-deliver school holiday sports camps. |
|  | Demonstrate a commitment to the safety and welfare of children and young people of all backgrounds, and ensure the safety and protection for any person involved in any activity arranged by the Community Trust. |
|  | Work with staff and marketing team to ensure regular and varied comms content is being developed and shared across our internal and external comms platforms. |
|  | Adhere to policies and procedures outlined by BFCCT. |
|  | To, at all times, represent Blackpool FC Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism. |
|  | Post holder must be available throughout the school year for work and take annual leave during school holidays, unless for a valid reason, to be agreed with line manager. |

**Person Specification**

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|  | **Qualifications** | **Essential** | **Desirable** |
|  | A relevant Primary PE qualification | ✓ |  |
|  | One Level 2 NGB qualification | ✓ |  |
|  | Level 2 Multi-Skills Certificate |  | ✓ |
|  | More than one NGB coaching qualification |  | ✓ |
|  | Safeguarding training |  | ✓ |
|  | A form of mentoring training |  | ✓ |
|  | Driving License and access to a vehicle | ✓ |  |
|  | **Attitudes, Skills, Knowledge & Experience** | **Essential** | **Desirable** |
|  | Experience of delivering PE lessons within primary schools | ✓ |  |
|  | Experience of working with primary school teachers and other school members of staff |  | ✓ |
|  | Experience of mentoring |  | ✓ |
|  | Experience of planning primary school lessons, both mid-term plans and short-term plans, using a scaffolded approach |  | ✓ |
|  | Previous experience of working within the charity sector or a Football Club Community Organisation |  | ✓ |
|  | Firm knowledge and understanding of the Primary PE curriculum | ✓ |  |
|  | Knowledge and understanding of the Head-Hands-Heart model |  | ✓ |
|  | Knowledge and understanding of Assessment for Learning practices |  | ✓ |
|  | Knowledge of child development, primarily aged 5-11 | ✓ |  |
|  | Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent. | ✓ |  |
|  | Good organisation and time management skills, and able to prioritise and work within deadlines. | ✓ |  |
|  | Excellent communication and motivational skills | ✓ |  |
|  | Commitment to develop self to improve performance and CPD. | ✓ |  |
|  | Strong commitment to quality service delivery. | ✓ |  |
|  | A commitment to supporting participants, and the principles of equality, diversity and inclusion | ✓ |  |

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|  | **Competencies** |
|  | Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust. |
|  | Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and ‘buy in’ for ideas. |
|  | Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust. |
|  | Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. |
|  | Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust. |
|  | Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust. |

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| **Important information about your application** |
| Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.  As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.  You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you.  If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk. |
| **Employment Benefits** |
| * Membership to Perkbox * 28 day’s annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment * Community Trust uniform * Use of work laptop * Fuel allowance for work related expenses * Support with work related CPD opportunities. |