



## Job Description

<b>Job title</b>	<b>Education Officer</b>	<b>Department</b>	Education and Employability
<b>Position and reporting line</b>	Further and Higher Education Manager	<b>Salary</b>	Band 3, Scale 6-10 £19,143-£23,268
<b>Type of Contract</b>	Full Time, 37 hours per week – flexible with TOIL for evening and weekend work	<b>Location</b>	Blackpool FC Community Trust
<b>Closing date</b>	5pm, Tuesday 6 <sup>th</sup> April 2021	<b>Interview date</b>	Monday 12 <sup>th</sup> April 2021
<b>How to apply</b>	<p><b>Please email <a href="mailto:caroline.bailey@bfctt.co.uk">caroline.bailey@bfctt.co.uk</a> for an application form.</b></p> <p>Once completed please return your application to Selina Hayes or post it to:</p> <p>Blackpool FC Community Trust, F.A.O. Caroline Bailey, Higher and Further Education Manager, Bloomfield Road Stadium, Seaside Way, Blackpool. FY1 6JJ.</p> <p><b>This job will be subject to satisfactory references and enhanced DBS procedures.</b></p>		
<b>Purpose of role</b>	<p>Blackpool FC Community Trust is the charitable arm of Blackpool FC, delivered as a separate organisation, in partnership, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.</p> <p>Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children, young people and adults involved across all our programmes and expects all staff and volunteers to share this commitment.</p> <p>Working alongside the Further and Higher Education Manager the post holder will deliver the BTEC Sport curriculum (Level 1, 2 and 3) as part of our education pathways (14-19 years). This includes overseeing study plans, working effectively with Education Officers, keeping the students on schedule, and ensuring that the students enjoy attending the programme.</p> <p>The job holder will play a powerful and influential role in many young people's lives by promoting the Community Trust and its values.</p>		

**Key Tasks**

- Plan and prepare lessons that inspire, motivate and challenge students.
- Use a variety of innovative assessment methods to ensure learning has taken place.
- Assess learners work in line with BTEC standards, funding provider expectations, and in line with our internal and external verification processes.
- Record student's attendance daily.
- Be responsible for maintaining a positive and safe learning environment with regards to health and safety, professional standards, appearance, and display.
- Take part in regular formative assessment which enables all students to improve and complete progress checks and reports as required.
- Report on learner's progress on a regular basis (6-week reviews).
- Communicate with parents re student's progress, attitude to learnings, punctuality, and attendance.
- Support with recruitment and enrolment of potential new students.
- Commit to CPD events and support the Trust with community events.
- Plan and deliver coaching sessions as part of the Blackpool FC Community Trust Football Academy.
- Attend and support the management Blackpool FC Community Trust football fixtures.
- Be involved in the delivery of the Blackpool FC Community Trust alternate education programme. Including teaching BTEC and/or Cambridge Nationals sport to year 10 and 11 pupils
- Ensure safeguarding is at the heart of the role

**Additional**

- To deliver coaching sessions and attend weekly matches alongside the Football Development Officer. This will include managing one of the Blackpool FC Community Trust Futsal or 11 aside teams.
- To comply with the Community Trust approach to education.
- Must keep up to date with BTEC Curriculum and any new strategies and/or programmes around learning.
- To perform other duties as reasonably assigned or under the authority of the senior management team.
- To work either first team home matches or evenings/weekends when required.
- Develop and maintain effective working relationships across whole delivery team
- Must undertake any necessary internal or external training in accordance with company procedure/policies.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way.
- To always represent Blackpool FC Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism.
- Must be available throughout the school year, and take annual leave during school holidays, unless for a valid reason.

<b>Essential Criteria</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Full driving license and the use of a vehicle</li> <li>• Teaching qualification (PTTLS with Degree, DTTLs, PGCE, Cert Ed)</li> <li>• Educated to degree level standard in related subject.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of safeguarding and child protection</li> <li>• Knowledge of support methods to engage and develop students</li> <li>• Knowledge and understanding of issues affecting young people in education and employment</li> <li>• Knowledge of agencies that can provide further support for young people</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of two-years teaching within a college setting delivering BTEC/ A Level standard programmes</li> <li>• Designing and developing schemes of work to a high standard</li> <li>• Monitoring and evaluation of programmes</li> <li>• Proven track record of successfully working with young people/adults with various needs and who are hard to engage</li> <li>• Ability to plan and develop creative and imaginative support and learning strategies</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Experience of working in the Charitable sector</li> <li>• Previous experience working at a Football Club Community Trust / Foundation</li> <li>• Experience in managing challenging behaviour</li> <li>• Sports Degree in any discipline</li> <li>• Minimum FA Level 2 coaching qualification</li> <li>• Experience of teaching Maths and English (GCSE and Functional Skills)</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and 'buy in' for ideas.</li> <li>• 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.</li> <li>• Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.</li> <li>• Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.</li> <li>• 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.</li> </ul>

	<p>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.</p> <p>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 in order 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.</p> <p>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.</p> <p>Should you be successful in your job application, we will gather further information from you.</p> <p>If you would like to know more about the data we collect and how we use the data please email <a href="mailto:selina.hayes@bfcct.co.uk">selina.hayes@bfcct.co.uk</a>.</p>
<b>Employment benefits</b>	<ul style="list-style-type: none"> <li>• Membership to Perkbox</li> <li>• 28 day's annual leave (inclusive of 8 days bank holidays)</li> <li>• Community Trust uniform</li> <li>• Use of work laptop</li> <li>• Fuel allowance for work related expenses.</li> <li>• Support with work related CPD opportunities.</li> </ul>