

## Job Description & Person Specification

**Post:** Education Officer  
**Responsible to:** Community Sports Trust Manager

### **Overall job purpose**

Carlisle United Community Sports Trust is an independent charity affiliated to Carlisle United Football Club and this role reports directly to the Community Manager.

The post holder will be expected to manage the current education provision, which consists of a level 3 BTEC programme and Foundation degree; promote growth in our provision through both better recruitment and new courses; and manage existing students. To provide mentoring and educational support to a cohort of learners enrolled onto a distance learning Foundation Degree with University of South Wales

This is an exciting opportunity for a like-minded educational person to lead and develop this programme, putting their own thoughts and ideas into.

In addition, the post holder may be required to support coaches and deliver educational and sport activities within primary and secondary education including PPA, after school clubs and Premier League Primary Stars.

### **Key Objectives**

#### **Leadership of Teaching and Learning**

- Teach and be responsible for quality teaching and learning of BTEC Level 2 & 3 in Sport to a wide range of learners and groups aged 16 – 19 to meet the course learning outcomes. Mentor and support learners enrolled onto the University South Wales Foundation Degree.
- Have a clear vision as to how the subject and units should be taught.
- Fully participate in and contribute to the pastoral support programmes of CUCST as well as take on the role of tutor.
- Implement effective strategies to support a variety of teaching and learning styles.
- Maintain all appropriate records and report regularly via written reports and parents' consultation evenings.
- Monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual progress and potential.
- Contribute to raising standards of delivery, retention and completion of work.
- To share good practice in teaching, learning and assessment to support development.
- Maintain a positive learning environment across the subject and using subject behaviour management procedures as appropriate.
- Identify underachieving pupils and ensure appropriate intervention.

## Job Description & Person Specification

2

- Act as a positive role model at all times and develop and maintain high standards for teaching and learning within the department.
- Ensure that work is marked in accordance with the education provider guidelines to ensure timely feedback to students.

### **Curriculum Development**

- Implement and contribute to the organisation and development of the curriculum offer within the subject area.
- Develop an appropriate curriculum for all students, ensuring that statutory regulations and Awarding Body requirements are met, and that students are motivated, stretched and challenged.

### **Managing Partnerships and Contracts**

- Comply with the agreed quality assurance measures of the programme area and the education provider with the aim of maximising the achievement and progression of all students.
- Maintain positive relationship with Regional Manager from the education provider.
- Maintain and monitor funding received from contracts and report to Line Manager.

### **Co-ordinate**

- Ensure an effective, high quality learning programme is in place for each course for which the post is responsible - including schemes of work, induction materials, lesson plans, course delivery details, assessment procedures and practical / match day activities.
- Participate actively in all aspects of the work, contribute to the smooth running of the programme area and actively contribute to the enrichment opportunities for learners.
- Monitor and maintain appropriate records/data related to target grades, attainment, achievement and attendance.
- Participate in programme meetings in accordance with course requirements with staff team.
- Communicate, co-operate and, where appropriate, collaborate with other departments within CUCST.
- Promote and develop high quality of teaching, learning and assessment across curriculum
- Ensure you report accurately and positively to parents, through written reports and parents' evening consultations.

### **Recruitment**

- Develop marketing activities/materials.
- Develop and maintain relationship liaison with feeder schools.
- Attend recruitment events within catchment area for Year 10 and Year 11's in feeder schools.
- Contribute subject information for newsletter, website, match programmes and recruitment events as required.
- Use resources available within the department to make recruitment as positive and successful as possible.

### **General Duties & Accountabilities**

2

## Job Description & Person Specification

3

- To support CUCST in their aims and objectives at all times.
- To ensure compliance with all relevant Trust policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing CUCST and Carlisle United FC.
- To keep confidential any information gained regarding the Charity, Club and its personnel.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarded and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a personal tutor to students; supporting them to achieve their goals and potential.
- Contribute to the excellence of teaching and learning in the Btec sport groups.
- To undertake any other duties as required by the Trust Manager.
- To promote the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable.

### **Other Responsibilities**

#### **Health and Safety**

The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

#### **Diversity**

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

#### **Other Duties**

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

3

## Job Description & Person Specification

4

### Person Specification

<b>1. Qualifications and Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Teaching qualification (PTTLS with Degree, DTTLs, PGCE, Cert Ed)</li> <li>• Educated to degree level standard in related subject</li> <li>• Full UK Driving Licence</li> <li>• Car Owner</li> <li>• Valid safeguarding certificate</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Mini Bus Licence</li> <li>• Outward bound related qualifications</li> <li>• FA Level 1 &amp; 2 qualification</li> </ul>
<b>2. Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Must have relevant experience. Knowledge, understanding and experience of teaching the BTEC Level 3 Extended Diploma in sport</li> <li>• Working within partnership and multi- agency programmes.</li> <li>• Activity planning, project management and staff management.</li> <li>• An awareness of the assessment procedures and verification of BTEC courses.</li> <li>• Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students</li> <li>• Knowledge of how to give positive and targeted support to students who require special educational needs</li> <li>• Up to date knowledge of the BTEC sport specifications</li> <li>• Determination to encourage the highest quality of learning experience for all students</li> <li>• IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills</li> <li>• Experience of working in an environment with young people.</li> <li>• A proven track record of successful project implementation and administration.</li> <li>• Experience of writing reports and coordinating a Monitoring and Evaluation system.</li> <li>• A proven track record of working with external partners.</li> <li>• A proven ability to work under pressure to tight deadlines.</li> <li>• Examples of self-motivation and the ability to work on own initiative.</li> <li>• Excellent communication skills including written, telephone and interpersonal skills.</li> <li>• Proven planning and organisational skills.</li> <li>• Excellent attention to detail.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of Premier League and Football League funded education projects</li> <li>• Experience of applying and accessing external funding.</li> <li>• FA Coaching in Football or Futsal Qualification</li> <li>• Working within a Professional Football Club environment.</li> <li>• An understanding of the issues faced by young people.</li> <li>• Experience of recruiting and working with volunteers.</li> <li>• Experience of social network mechanisms including websites.</li> </ul>

4

## Job Description & Person Specification

5

	<ul style="list-style-type: none"><li>• Experience of Health and Safety and/or Welfare and Safeguarding policies and procedures.</li><li>• Experience of working with commercial partners and securing sponsorship and support for charitable activities.</li></ul>
<b>3. Personal qualities</b>	
<ul style="list-style-type: none"><li>• <b>Essential</b></li></ul>	<ul style="list-style-type: none"><li>• A can do attitude</li><li>• Presents solutions rather than problems</li><li>• Ability to establish good and productive working relationships</li><li>• Works well in a team</li><li>• Innovative and flexible approach to supporting individual students</li><li>• Be able to enthuse learning within a wide range of ages and abilities</li><li>• Highly organised and able to manage multiple tasks</li><li>• Drive and energy – demonstrates enthusiasm</li><li>• Is personally committed towards education and learning</li><li>• Self-development – seeks feedback on own behaviour</li><li>• Ability to work unsupervised</li><li>• Ability to respect confidentiality on particular issues</li></ul>

5