



## Job Description

### Our Charity

We are an independent, regional sports development charity supporting the people of Nottinghamshire. We use the power of sports and Notts County Football Club to engage and empower local communities and the individuals they serve. Registered charity number 1091927.

<b>Job Title:</b>	Functional Skills Coordinator
<b>Responsible to:</b>	Education Manager
<b>Responsible for:</b>	N/a
<b>Location:</b>	The Portland Centre
<b>Document Created (month &amp; Year)</b>	April 2021

### Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

### Overview of the role

The Functional Skills Coordinator sits at the very heart of our education provision. The role of the Functional Skills Coordinator is to take the Education department forward in improving the quality of provision whilst also making sure that service Delivery Targets are met each year.

Reporting to the Education Manager, this is a crucial role at Notts County Foundation as the focus will be on providing education opportunities that will enable the learners to gain skills and competencies that will assist them to realise their potential. To be considered for this role, it is expected you will currently work as a Functional Skills Tutor, with an up to date knowledge of the sector, as well as experience dealing with SEND and learners with challenging Learning Difficulties.

The main objectives of the role will be to deliver, coordinate and develop accredited and non-accredited training programmes; provide exciting learning experiences which focus on the key elements of employability skills, including vocational training, functional skills and personal and social development and alongside delivery, the role will require management and development of participant portfolios, session planning and evaluation.



### **Key Accountabilities & Responsibilities:**

- Teach and be responsible for quality teaching and learning of Functional skills to a wide range of learners and groups aged 14 – 24 to meet the course learning outcomes
- 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 NCF 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 tutor.
- 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.
- Undertake any staff development (CPD) relevant to the needs of the post.
- Identify underachieving pupils and ensure appropriate intervention.
- 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.

### **Functional Skills - Key Tasks**

- Carry out and record initial assessments on all new learners.
- Manage the delivery of functional skills and workshops within your given cohorts.
- Ensure that learners take part in a suitable programme of study for English, Maths & ICT (where applicable) FS (functional skills) that enables them to achieve progression.
- Ensure the exam policies and procedures are undertaken at our centres.
- Ensure all speaking & listening exams are carried out to a high standard, as well as completing and recording the paper audit trail for all learners across all provision.
- Ensure that we achieve the desired success rate for all Functional Skills delivery.
- Delivery of high-quality workshops as part of the Employability qualification (where applicable);
- Timely completion of paperwork is essential.

### **Coordinate - Key Tasks**

- 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 and assessment procedures.
- 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 NCF.
- 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.
- Oversee the delivery and coordination of the games programme in conjunction with external partners and leagues



### **Human Resources Key Tasks**

- Being a participating member of Notts County Foundation and The Portland Centre wider team
- Line management of staff including Appraisals, reviews and training needs analysis

### **Safeguarding Key Tasks**

Notts County Foundation (NCF) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of Notts County Foundation must ensure that:

- They recognise the position of trust they have by working for Notts County Foundation
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate

### **Health & Safety Key Tasks**

- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
- To ensure all health and safety checks are completed on a daily/weekly/monthly basis where necessary and complete and actions any health and safety concerns
- Ensure the safe and effective use of instruction and advice is offered to service users by monitoring the quality of content and delivery

### **Training Key Tasks**

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

### **General Duties**

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times
- To undertake any other duties that may be required as deemed appropriate



**Notts County  
Foundation**  
Inspiring active change



Notts County Foundation  
**The Portland  
Centre**

### **Our package includes**

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.



## Personal Specification

Category	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Sport Degree or equivalent professional/ vocational qualification</li> <li>• PTLLS or an equivalent qualification (Level 3)</li> <li>• Ability to build and maintain relationships with key stakeholders</li> <li>• Experience of report writing</li> <li>• High level of self-drive and an ability to motivate others</li> <li>• Work well as part of a team and independently, exercising initiative</li> <li>• Adaptable and flexible to a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Internal Verification</li> <li>• Community / Sports / Management qualification</li> <li>• Knowledge and experience of the development of teams and individuals within a charitable setting</li> <li>• Knowledge of Employability qualifications</li> <li>•</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in delivery of Functional skills in Maths/English and ICT</li> <li>• Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice</li> <li>• Knowledge and experience of safeguarding in the school setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering presentations</li> <li>• Experience of delivering inhouse training</li> <li>• Experience of developing effective administrative systems and procedures</li> </ul>
<b>Personal Qualities/Attributes</b>	<ul style="list-style-type: none"> <li>• Strong organisation skills and able to prioritise, multi-task and manage own workload.</li> <li>• Strong written and verbal communication skills.</li> <li>• Good level of competence in using IT and databases, including Microsoft Office</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Has access to own car</li> <li>• Willingness to travel for business reasons</li> <li>• Work outside normal office hours, including weekends, when required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas</li> </ul>