



Notts County Foundation

Inspiring active change

Notts County Foundation (NCF) is the independent *charitable* arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of sport and physical activity to transform the health and wellbeing of local communities.

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



Job Description

Job Title:	Education Co-ordinator/Sports Tutor
Responsible to:	Education Manager/Deputy Education Manager
Responsible for:	N/a
Location:	The Portland Centre
Document Created (month & Year)	December 2021

Overview of the role

To deliver engaging lessons to diverse groups of students at all levels. Actively promoting enthusiasm for learning for all subjects and sports activities.

You will adapt the curriculum to fit student needs while maintaining overall class progress and continually develop working knowledge of national curriculum programmes and frameworks. Assess and record student development, while identifying problem areas and areas which need attention and improvement.

Provide a safe, positive learning environment for students and communicate with all other staff members who engage with the students. Communicate with parents as per Foundation guidelines on a regular basis, including presenting student progress reports and informing parents of requisite student discipline.

Key Accountabilities & Responsibilities:

Key Tasks

- Teach and be responsible for quality teaching and learning of BTEC/NCFE Level 1, 2 & 3 in Sport to a wide range of learners and groups aged 14 – 19 to meet the course learning outcomes
- Facilitate aspects of the football/sport practical programme from training to match days including line management of coaching personnel in conjunction with the Education Manager;
- 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

Recruitment

Key Tasks

- Develop marketing activities/materials;
- Develop and maintain relationship liaison with feeder schools;
- Attend recruitment events, careers/jobs fairs within local catchment area;
- 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

- 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

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.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



Personal Specification

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