



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:	Deputy Education Manager
Responsible to:	Education Manager
Responsible for:	N/a
Location:	The Portland Centre
Document Created (month & Year)	Jan 2022

Overview of the role

The Deputy Education Manager, will work closely with the Education Manager to manage all aspects of the department, ensure the day-to-day-smooth running of the department and its staff and support the achievement of outstanding learning, teaching and success effectively and efficiently.

You will support the Education Manager to plan and manage the deployment of staff and resources by supporting the department to deliver high quality education that meets the needs of the learners.

The Deputy Education Manager will working across the wide range of programmes we deliver within our education department these include the following:-

Heading for Goal (HFG) is a classroom-based programme that works with students aged 13-16-years-old who have been excluded or are facing exclusion from mainstream education.

Notts County Foundation's **Traineeships** provide a fantastic opportunity to gain work experience and learn new skills, offering career progression paths within a sport leisure environment.

The **BTEC Level 3** Extended Diploma in Sport provides an opportunity for participants to gain an industry-recognised coaching award, while being affiliated to a professional football club.

Key Accountabilities & Responsibilities:

- Work with the Education Manager to determine the strategic purpose and direction of the Department;
- Contributing to the future direction of the Education programme by keeping up to date with relevant developments in the fields of school education and by actively leading on strategic initiatives which build on the organisations position in the sector.
- Be ultimately responsible for student recruitment and retention.
- Maintaining high levels of quality assurance, including course evaluation and course approval procedures.
- Establishing a positive climate which ensures high quality teaching and successful learning.
- Monitoring and evaluating the standards of learning and quality of teaching and achievement of all students.
- Lead and co-ordinate curriculum development and innovation across an aspect of the Department's work;
- With the Education Manager, ensure an innovative, stimulating and flexible provision, which reflects and responds to students' needs and has at its heart a concern for quality.
- Drive learner success, ensuring consistently high retention and achievement rates



- Ensure consistent and sustained quality improvement, particularly learning and teaching, rigorously implement quality processes and ensure the effective management and use of data.
- Support the Education Manager to deliver the Department's budget and resources to ensure they are used effectively and efficiently and that financial targets are met.
- 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
- Manage the Traineeship program and recruit and deliver to a wide range of learners and groups aged 16 – 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
- Support with the annual School Development Plan and ensure its coherence with the other developments across the Trust.
- To establish financial and other resource needs for centre growth and improvement
- Develop relationships with key stakeholders to expand our Social Inclusion offer.
- Being aware of funding opportunities with authority to apply for and sign off between £500 and £10k worth of grant in own right, £10k - £100k in conjunction with IDM with Head Sign off. £100k + CEO sign off.
- Ensure that all funders' contractual obligations are being met.

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"> • PTLLS or an equivalent qualification (Level 3) • Ability to build and maintain relationships with key stakeholders • Experience of report writing • High level of self-drive and an ability to motivate others • Work well as part of a team and independently, exercising initiative • Adaptable and flexible to a changing environment 	<ul style="list-style-type: none"> • Experience of Internal Verification • Community / Sports / Management qualification • Knowledge and experience of the development of teams and individuals within a charitable setting • Knowledge of Employability qualifications • Sport Degree or equivalent professional/ vocational qualification
Experience / Knowledge	<ul style="list-style-type: none"> • Experience in delivery of Functional skills in Maths/English and ICT • 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 	<ul style="list-style-type: none"> • Experience of delivering presentations • Experience of delivering inhouse training • Experience of developing effective administrative systems and procedures
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 	
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 	<ul style="list-style-type: none"> • Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas