



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 physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education to transform the future outlook for many and leading to positive change within people's day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

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 physical activity to improve 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

The Portland Centre



**Notts County
Foundation**

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk
Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title:	Education Coordinator
Salary:	£23,810 - £27,000
Responsible to:	Education Manager
Responsible for:	N/A
Location:	Notts County Foundation & Portland Centre
Document Created (Month & Year)	June 2025

Overview of the role

You will operate within our education department to deliver engaging projects to diverse groups of participants at all levels. Actively promoting enthusiasm for learning for all subjects and activities.

You will adapt the curriculum to fit participant needs while maintaining overall class progress and continually develop working knowledge of national curriculum programmes and frameworks. Assess and record participant 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.



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Key Accountabilities & Responsibilities:

- Ensure quality and excellence delivery across all education projects, including functional skills where required.
- Have a clear vision as to how a wide range of education projects should be delivered.
- 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 deliverer.
- To facilitate and encourage a learning experience which provides participants 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.

Coordinate

- 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.'

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
- To always represent Notts County Foundation and The Portland Centre in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible and unsociable hours where the role of the job requires including weekends and evenings when appropriate.
- To undertake any other duties that may be required as deemed appropriate to support other departments and projects outside Education department.



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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 Count Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the upmost 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.

Filtering and Monitoring Statement and Responsibilities

Notts County Foundation want to ensure a safe and secure digital learning environment for all learners and staff. This includes implementing appropriate filtering and monitoring measures to safeguard children and young people (CYP) from harmful content, online risks, and inappropriate use of digital resources. All staff must remain vigilant and proactive in upholding these measures, adhering to safeguarding policies, and reporting any concerns promptly.

- Ensuring Safe Access: Monitor the use of digital resources to ensure compliance with safeguarding policies and appropriate usage.
- Active Monitoring: Regularly review digital activity identifying potential risks such as cyber bullying, radicalisation, or exposure to explicit material.
- Reporting Concerns: Promptly report any breaches, concerns, or risk related to digital safety to the appropriate safeguarding lead.
- Policy Compliancy: Ensure personal and CYP use of digital systems aligns with the organisations policies.

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.



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Personal Specification

Category	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Experience in delivery of Functional skills in Maths/English/ICT & Sports qualifications • PTLLS or an equivalent qualification (Level 3) 	<ul style="list-style-type: none"> • Experience of Internal Verification • Sport Degree or equivalent professional/ vocational qualification
Experience & Knowledge	<ul style="list-style-type: none"> • Experience of working within an alternative provision setting • Experience of working with disadvantaged and challenging young people • Knowledge and experience of safeguarding • 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 • Knowledge of Employability qualifications • Ability to build and maintain relationships with key stakeholders
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 	

