



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Secondary Education Tutor	Job Reference: PNE-1084
Salary Benefits	£19,000 - £23,000 dependant on qualifications and experience, plus expenses, pension, and company laptop.	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Employment	Full Time	
Closing Date	Monday 3 rd August 2020, 4pm.	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced Secondary Education Tutor to support with the delivery of its Secondary School Education Provision.

Ever growing, PNECET has a range of education provision including, Premier League Primary Stars programme, Secondary School Provision, Further Education and Higher Education.

The Secondary Education Tutor will be a member of the Secondary School team and will play a role in the delivery of the Secondary School provision. The main responsibilities are to deliver NCFE Sport and Enterprise qualifications to learners in Key Stage 3 and Key Stage 4. The Secondary Education Tutor will also be responsible for delivering qualifications to Mainstream, Pupil Referral Units and Special Educational Needs Schools.

How to apply:

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to jobs@pne.com with subject title Reference 'PNE-1084' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

Interview dates:

Interviews will take place on Thursday 6th August 2020

*Due to the availability of the interview panel, no additional times can be made available for interviews.

JOB DESCRIPTION		
1.	Job Title	Secondary Education Tutor
	Salary / Benefits	£19,000 - £23,000 expenses, pension, company laptop, company mobile phone.
	Hours of Work	You will have a standard working week of a 37.5 hours. However, as a teacher you may need to go above and beyond at times to meet the needs of the role. The role will include working some home match days as part of the community match day co-ordination.
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	Secondary Education Co-ordinator
	Responsible For	N/A
	Employment Type	Full Time
	Overall purpose of the Job	Working closely with the Secondary Education Co-ordinator you will be responsible for; the planning, delivery and assessment of education projects within secondary school environment. You will be responsible for creating assessment plans, schemes of work and supporting with internal moderation for all qualifications. This will also include managing relationships with current partner schools and seeking new schools where possible.
3.	Duties and Responsibilities	<ul style="list-style-type: none"> • To deliver qualifications appropriate to school and learner needs across both Key Stage 3 and 4. • To teach and assess both exam and non-exam-based qualifications as part of Progress 8 measures within Mainstream, Pupil Referral Units and Special Educational Needs Schools. • To ensure all lessons, including the planning, preparation and assessment are delivered to the standards required by funding partners and external verifiers. • To support the Internal Moderation of all qualifications ensuring all learner portfolios are ready for External Moderation. • To build and maintain strong links with schools to support recruitment and programme success. • To monitor learner performance and ensure that schools are updated of learner progress. • To maintain good rapport and discipline among the students and safeguard both their health and safety both when they are on the Trust premises and when they are engaged in authorised activities elsewhere. • To act in accordance with Trust corporate objectives and policies and seek to promote them.

		<ul style="list-style-type: none"> To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the student's you mentor/support.
4. General		<p>To at all times represent Preston North End Community Trust and Preston North End Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role requires including evenings, weekends, home match days and overnight stays.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Educated to degree level</p> <p>Hold Qualified Teacher Status (QTS)</p> <p>Five GCSE's at grade C or above</p> <p>Safeguarding</p> <p>First Aid</p> <p>Full driving licence with access to own transport, including business insurance</p> <p>National governing body Level 2 Qualification</p>
Desirable	<p>D1 Minibus License or willing to achieve within six months</p> <p>Certificate in Professional Competence CPC.</p>
2. Experience/Skills/Abilities	
Essential	<ul style="list-style-type: none"> Experience within the education sector and knowledge of Progress 8 Measures. Experience within secondary school education Excellent verbal and written communication skills Ability to think clearly, creatively, and resourcefully A high degree of flexibility and confidentiality is needed

	<ul style="list-style-type: none"> • Have skills to plan and organise information effectively • Competent IT skills • Working within partnership and multi-agency programmes • Ability to work independently and collaboratively as a member of a team • Knowledge and understanding of safeguarding children and vulnerable adults • Ability to support young people and maintain positive relationships with them
Desirable	<ul style="list-style-type: none"> • Knowledge of the charitable sector • An understanding of Preston and the surrounding geographical area • Understanding of current education sector • Previous experience working at a Football Club Community Trust / Foundation

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Disclosure and Barring Service check (DBS).

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.