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| **Organisation**  |   Preston North End Community and Education Trust Preston North End Football Club  |
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| **Position**  | Education Tutor **Job Reference:**  PNE1112 |
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| **Salary Benefits**  | £9,000 - £10,500 , dependant on qualifications and experience Expenses, pension, company laptop and use of a community pool car.  |
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| **Location**  | Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU  |
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| **Employment**  | Part Time (Maternity Cover) |
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| **Closing Date**  | Sunday 8th August 2021, |
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Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced education tutor to support and develop the delivery of its Further Education Programme in union with Preston’s College.

The Education Tutor will be a member of the education team and will play a vital role in the success of our Further Education programme. The main responsibilities are to provide high-quality teaching and learning for 16-18 year old’s in Preston studying sports through our level one, two and three programmes at PNECET and Preston’s College Centre of Sporting Excellence. The Education Tutor will be responsible for the planning, teaching and assessing of units.

**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: PNE1112
or post to: F.A.O Tracy Atkinson, Business Support Officer, Preston North End FC, Deepdale, Preston, PR1 6RU

**Interview date:**  Wednesday 11th August 2021

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

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| **JOB DESCRIPTION**  |
| **1.**  | **Job Title**  | Education Tutor  |
| **Salary / Benefits**  | £9,000 - £10,500 dependant on experience and company mobile phone, expenses, pension, company laptop and use of a community pool car.  |
| **Hours of Work**  | You will have a standard working week of 18.5 hours. However, at times you will be expected to go above and beyond 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**  | Curriculum Lead   |
| **Responsible For**  | Education Tutors across two sites, PNECET and Preston’s College   |
| **Employment Type**  | Part Time (Maternity Cover))  |
|  | **Overall purpose of the Job**  | Working closely with the Curriculum Lead you will be responsible for; planning, teaching and assessing units within our Centre of Sporting Excellence provision offering a bespoke journey for 16-18year old in Preston studying sports through our Level one, two and three programmes  You will be responsible for contributing to the charities strategic objectives, supporting the delivery of provision of PNECET and Preston’s College Centre of Sporting Excellence partnership including providing high-quality teaching, learning and assessment for 16-18 year old students, contributing to the continuous improvement of the programme with the aim to be the sports programme of choice within the local area. |
| **3.**  | **Duties and** **Responsibilities**  | **Teaching*** Successfully contribute to the delivery of the education strategy of PNECET
* To prepare, plan and deliver successful and high quality teaching, learning and assessment for level one, two and three learners
* To develop and maintain effective working relationships across the whole delivery team

 * To support the Curriculum Lead in the retention of Learners on the Further Education programme ensuring targets are maintained
* To ensure monitoring and evaluations of learners across the Further Education programme are on track and up to date
* To support the recruitment of new learners for our Further Education programme

 * To embed English and Maths across the delivery of all classroom lessons and activities
* To support the Internal Quality Assurance of all qualifications ensuring all learner portfolios are ready for External Quality Assurance
* To contribute towards the Further Education provision achieving the highest of standards allowing learners to reach their potential

 * To support the delivery of a curriculum with a wide range of experiences preparing learners for Higher Education and/or employment

 * To support and cover lessons when required
* To support an innovative monitoring and evaluating process is undertaken for all programmes in line with the Trusts monitoring and evaluating processes, creating both qualitative and quantitative data
* To present data which can be included in reports for the Further Education provision documenting progress against objectives for the Curriculum Lead which can be shared with the Head of Education, Deputy Chief Executive Officer, Chief Executive Officer, Trustees, and partners
* To maintain good order 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

General * Attend regular professional development days as set by PNECET in order to continue own personal development
* Promote the club brand across all programmes portraying a positive image of the football club and PNECET
* To act in accordance with the Trust strategic objectives and policies and seek to promote them
* To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to any incidents on programme
* Be a passionate advocate for all PNECET projects
* Undertake administrative tasks related to the sessions including updating registers, consent forms, risk assessment, incident and accident forms, and recording any outcomes and accreditations achieved by participants
* Be a flexible member of the PNECET team and when requested assist in the delivery of other projects and activities during evenings and weekends
* Undertake administrative tasks related to the sessions including updating registers, consent forms, risk assessment, incident and accident forms, and recording any outcomes and accreditations achieved by participants
* To at all times represent Preston North End Community and Education Trust and Preston North End Football Club in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism
* To be able to work flexible hours when and where the role of the job requires, including evenings, weekends, home match days and overnight stays
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| **PERSON** **SPECIFICATION**  | **DESCRIPTION**  |
| **1. Qualifications**  |
|  | **Essential**  | * Educated to degree level
* Qualified Teacher (or working towards)
* Evidence of Continuous Professional Development
* Five GCSE’s at grade C or above
* Full driving licence with access to own transport, including business insurance
* FA Level 2 Football
* Safeguarding
* First Aid
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|  | **Desirable**  | * D1 driving licence or willing to achieve
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| **2. Experience/Skills/Abilities**  |
|  | **Essential**  | * Experience and knowledge within the education sector
* Experience and knowledge within Further Education
* Excellent verbal and written communication skills
* Ability to think clearly, creatively, and resourcefully
* Competent IT skills
* Ability to work independently and collaboratively as a member of a team
* Knowledge and understanding of safeguarding children and vulnerable adults
* A high degree of flexibility and confidentially is needed
* Have skills to plan and organise information effectively
* Working within partnership and multi-agency programmes
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|  |  | * Knowledge of the charitable sector
* An understanding of Preston and the surrounding geographical area
* Previous experience working at a Football Club Community Trust / Foundation or College
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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.