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| Organisation  | Preston North End Community and Education Trust Preston North End FC  |
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| Position  | Schools Provision Officer  |
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| Salary  | £18,000 - £21,000 dependant on experience and qualifications, plus expenses, pension, use of company pool car when required. |
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| Location  | Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU  |
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| Closing Date  | Sunday 26th September 5pm Job Reference: PNE1117 |
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| Preston North End Community and Education Trust (PNECET) is seeking to appoint a full time enthusiastic, skilled and dedicated Schools Provision Officer. PNECET is the official charity and community department of Preston North End Football Club. Utilising the power of Preston North End and football, the Trust situates itself at the heart of the Preston community, providing a high quality service to improve lives of those living in Preston and the surrounding areas. The Schools Provision Officer will play a significant role in supporting the Premier League Primary Stars programme and delivering national curriculum Physical Education and classroom based activities for children aged five-11 in primary school settings.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 PNE1117 or post to: F.A.O Tracy Atkinson, Business Support Officer, Preston North End FC, Deepdale, Preston, PR1 6RU. Interview dates: Interviews will take place on 30th September and 1st October\*\*Due to the availability of the interview panel, no additional times can be made available for interviews.  |



Schools Provision Officer

Job Description \ Person Spec

PNE Community and Education Trust

Preston North End FC

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| JOB DESCRIPTION  |
| 1.  | Job Title  | Schools Provision Officer   |
| Salary  | £18,000 - £21,000 dependant on experience and qualifications, plus expenses, pension, use of company pool car when required.  |
| Hours of Work  | You will have a standard working week of a minimum of 37.5 hours. However, as a member of the Schools Provision team you will be expected to go above and beyond at times to meet the needs of the role. The role will also include working some home match days as part of the match day coordination.  |
| Location  | Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU   |
| Responsible To  | Schools Provision Coordinator |
| Responsible For  | n/a   |
| Contractual Status  | Full Time, Permanent  |
| 2.  | Overall purpose of the Job  | Working closely with the Schools Provision Coordinator you will be responsible for supporting the education strand and delivering curriculum Physical Education on our schools provision; engaging with local schools and expanding to other surrounding areas. This is a vital area of the business, with engagement of schools being at the core of our strategy and values.  We are looking for a suitably qualified candidate to support our Premier League Primary Stars provision by; planning and delivering high quality Physical Education, enhancing teachers' knowledge, skills and confidence to improve the provision of Physical Education and school sport and monitoring and evaluating child progress in competitive and non-competitive sports, to support and develop sustainable partnerships with schools in the Preston and surrounding areas.  As part of the role, you will also be required to deliver classroom based curriculum lessons utilising the power of sport i.e. PSHE, Maths and Literacy interventions on our holiday provision and encourage children that engage with our school programme, to also attend our holiday camps. Through your role you will be asked to identify gifted and talented school children onto both our academy and potentially other sports.  |

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| 3.  | Duties and Responsibilities  | Project Delivery Deliver high quality curriculum focused Physical Education as part of the Premier League Primary Stars programme.* Organise, plan and deliver a variety of comprehensive schemes of work that match KS1 and KS2 national curriculum guidelines
* Work closely with primary school teachers in a supporting role to develop their skills, knowledge and confidence to deliver high quality PE.
* Support the delivery of literacy, numeracy and PSHE classroom interventions
* Supporting and achieving all KPI’s of your projects and document this on our monitoring platforms.
* Work with the Trust’s Communications Officer to produce case studies to promote positive news stories whilst demonstrating the impact our programmes have on participants and the wider community.
* Delivering on school holiday provision during all school holidays (excluding Christmas)
* Assist the delivery of school’s competitions including Kids Cup, Girls Cup, and the Schools’ Finals
* Be responsible for the correct use and safe keeping of equipment. Conduct and review risk assessments at all venues
* Ensure PNECET policies and procedures are followed relevant monitoring and evaluation systems.
* Monitor the impact of delivery in schools, including the progress of teachers, individual pupils and whole classes. Adhering to the requirements of the funders, partners and the Trust.

Partnerships* Working closely with school teachers and staff
* Build and support positive working relationships with new and existing partner schools and teachers in Preston and surrounding areas.
* Promote PNECET programmes and initiatives alongside club in.
* Provide a responsive offer that meets the needs of schools across PE, PSHE, Numeracy and Literacy by building genuine partnerships with schools to ensure we meet their needs.

General * Be a flexible member of the PNECET team and when requested assist in the delivery of other projects and activities during evenings and weekends.
* 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.
* Support and mentor volunteers to ensure they are fully supported to fulfil their aims and objectives.
* 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.
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| 4.  | General  | To at all times represent Preston North End Community and Education Trust and PNEFC in a professional manner regarding to appearance, presentation, personal hygiene, attitude, conduct and professionalism.  To be able to, with notice, work flexible hours where the role of the job requires including evenings, weekends and home match days.  |

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| PERSON SPECIFICATION   | DESCRIPTION  |
| 1. Qualifications  |
| Essential  | * AfPE Level 3 in supporting the delivery of school sport (or willingness to achieve within one year of appointment)
* Demonstrable knowledge of the PE curriculum for KS1-KS2 and an understanding of the school sport landscape
* Level 2 NGB qualification
* Level 2 multi-skills (or willingness to achieve within one year of appointment)
* In-date child protection certificate (or willingness to update/achieve asap)
* In-date first aid certificate (or willingness to achieve)
* Full UK Driving Licence, car owner and willingness to use for work (or other suitable arrangements for traveling around the local area)
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| Desirable  | * QTS qualification or equivalent teacher qualification (you will not be employed as a teacher);
* Educated to Degree level
* Degree in primary education field
* FA Youth Award
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| 2. Experience  |
| Essential  | * Experience of working with or alongside teachers in a primary school setting
* Experience working in a primary school environment or relevant other experience with primary school children
* Excellent team player with a flexible can-do approach
* Ability to work under pressure to tight deadlines
* Self-motivation and the ability to work on own initiative
* Excellent communication skills including written, telephone and interpersonal skills
* Excellent time management skills
* Proven planning and excellent organisational skills
* Attention to detail and pride of ensuring accurate records are kept
* Attitude to always strive to over-achieve and continuously develop the programme and organisation
* ICT literate, with confidence and competence using IT based systems Microsoft Word, Publisher and Powerpoint
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| Desirable  | * Producing lesson plans and developing teaching resources
* Working within a professional football club environment
* Knowledge of Preston and its surrounding areas
* Experience of supervising, mentoring or aiding the personal development of adults or teachers
* Experience of monitoring and assessing the progress and development of children
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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 Criminal Record 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.