



Community and Education Trust

Organisation	Preston North End Community and Education Trust	
Position	Educational Tutor (0.6 part-time)	Job Reference: PNE1033
Salary	£19,000 pro rata + expenses, pension, company laptop and use of company pool car when required	
Location	Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU	
Closing Date	1 st December, 2017, 12pm	

Preston North End Community and Education Trust is the charitable arm of Preston North End FC. As the Trust continues to develop, we are seeking to appoint a part-time Education Tutor to deliver the Trust's education provision whilst working closely with its existing staff to ensure a high quality is met.

Reporting directly to the Head of Education and Programme Leader, the post holder will be expected to manage the current education provision, which consists of level two and three provision for both boys and girls.

The role will include the day to day teaching and learning of our students. The role also includes responsibility for discipline, attendance and monitoring of the students as well as coaching one of the community teams. Due to the nature of the Trust's work, the role will also provide other opportunities to get involved with other areas of the business as and when is required.

This is an exciting and diverse opportunity for a qualified or unqualified tutor to develop and use their skills in a different environment. Putting their own thoughts and ideas across and providing unique opportunities for students and for yourself. There is also a strong possibility that this could develop into a full-time role in the near future.

How to apply:

Please send your completed application form and cover letter, stating clearly the job title, the reference number PNE1033 in the subject field, to Tracy Atkinson by email jobs@pne.com or post it to:

FAO Tracy Atkinson, Preston North End Community and Education Trust, Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU.

Interview dates: Thursday 7th December, 2017

Please note that the job will be subject to satisfactory references and enhanced DBS(CRB) procedures.

JOB DESCRIPTION		
1.	Job Title	Education Tutor
	Salary	£19,000 pro rata + expenses, pension, company laptop and use of company pool car when required
	Hours of Work	0.6 FTE which currently is Monday all day, Tues AM, Wed AM or PM (depending on games) Thurs PM, Fri AM. The hours will likely remain the same in semester 2, however, there is the possibility that hours could change which will be discussed prior to any such change.
	Location	Preston North End FC, Sir Tom Finney Way, Deepdale, Preston, PR1 6RU.
	Responsible To	Head of Education, Programme Leader
	Responsible For	Students
	Employment Status	Part-time

2.	Overall purpose of the Job	<p>To develop a strong post 16 educational offer for Preston North End Community and Education Trust and Preston North End FC for students looking to study at the football club as an alternative educational pathway.</p> <p>To support the recruiting of new students onto the programme. Marketing and creating networking opportunities and partnerships with local clubs to find recruitment sources for this unique opportunity.</p> <p>To manage a current cohort of students and be responsible for disciplinary and attendance issues, manage referral situations and progress reports.</p> <p>To train, coach and travel with one of the teams, fulfilling our fixtures.</p>
-----------	-----------------------------------	---

3. Duties and Responsibilities

Delivery to the highest standard of the level two and three provision, including preparing resources and marking.

Delivery of practical lessons and taking training for one team, including managing a team throughout a set games programme.

Being a designated tutor for a group and leading tutorial sessions.

Be active in the recruitment of new students onto the programme - by attending recruitment events, providing individual pre programme interviews and using all available resources to promote the course.

To add value to the course by engaging in new ventures and experiences for the students benefit.

Provide a range of support for students that goes above and beyond.

Participate in staff reviews and developments in line with the Trust's needs. Agree objectives with the Line Manager and ensure they are achieved.

Maximise effective use of time and personal ability.

To be willing to undergo necessary CPD as required by the role.

To coach, manage and travel with one of the community football teams to all games.

Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the Trust's own Safeguarding Policy and practices.

Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the Trust.

The post holder must be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The Trust's mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.

The post holder must be thoroughly aware of the Trust's Health and Safety policies and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies across all areas of his/her responsibility.

Any other duties that may reasonably be required by Line Management and the Principal.

4. General	<p>To at all times represent Preston North End Community and Education Trust and Preston North End Football Club, its partners, sponsors and associates in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>Be self-motivated, committed and reliable.</p> <p>Be proactive to create and sustain a vibrant and successful programme.</p> <p>To be willing to use own vehicle (or Community pool car when available) to travel.</p>
-------------------	---

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Educated to degree level in a sport related field</p> <p>FA Level 1 or above coaching qualification in football</p> <p>Current First Aid qualification.</p> <p>In date Child Protection training.</p> <p>Current FA licensed member</p>
Desirable	<p>Post 16 teaching qualification (must be achieved during employment if not already achieved)</p> <p>FA level 2 in coaching football or UEFA B coaching badge</p> <p>Futsal specific qualifications</p> <p>FA Youth Module 1 and 2, working towards FA Youth Module 3 and assessment or other sport equivalents.</p> <p>Full UK driving licence with unrestricted D1 entitlement</p>
2. Experience / Attributes	
Essential	<p>Experience of working with students over 16-years-old.</p> <p>Experience of being in or around a post 16 educational setting.</p> <p>Experience of leading and managing a project.</p> <p>Activity planning, project management and session management.</p> <p>Experience of data collecting and reporting.</p> <p>Excellent IT knowledge/skills.</p>

	<p>Ability to be able to handle multiple workloads and prioritise in order to meet deadlines.</p> <p>Car owner and willingness to use for work.</p>
Desirable	<p>Experience of teaching within a college/post 16 environment.</p> <p>Experience of working in other post 16 learning environments.</p> <p>Working within a professional football club environment/community scheme.</p> <p>Experience of coaching both boys and girls</p>

The 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.

Preston North End Community and Education Trust is an equal opportunities employer and welcomes all applications from all sections of the community.