



COMMUNITY SPORTS FOUNDATION

Job Description



EDUCATION DEVELOPMENT OFFICER

Line Manager: CSF Education Manager

Contract length: Two years

Salary: £19,000 - £22,000 + incentives

JOB ROLE OUTLINE

The **Education Development Officer** will deliver the education element of the Foundation's Football and Education programme, ensuring planning, teaching and assessment are to the expected high standards.

OBJECTIVES

- To plan and deliver engaging and informative lessons for BTEC modules utilising Norwich City Football Club where possible
- To ensure marking is accurate and up-to-date, with relevant feedback provided to scholars to aid their development and progression
- To support students in obtaining their first choice exit routes

ROLE SPECIFIC RESPONSIBILITIES

- To successfully deliver the Level 3 Extended Diploma in Sport elements to selected cohorts of the Football and Education programme
- To identify resources attached to Norwich City Football Club and CSF that make lessons more engaging, informative and work-related
- To ensure all candidate portfolios are constantly monitored and the desired standards of work are being achieved
- To produce lesson-planning material to the expected standards that can be shared with other tutors delivering on the programme
- To act as a point of support for other scholars within the Foundation
- To act as the first point of call to students for pastoral and wellbeing support
- To support students with compiling UCAS and other relevant exit route applications where applicable
- To provide accurate and informative feedback to parents during the scholar review meetings
- To work with the Football Development Manager (16-19) to monitor students progress and eligibility for fixtures and training
- To support the implementation of an effective recruitment plan for future cohorts of scholars

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
A qualified teacher or possess a relevant teaching qualification (CTLLS, DTLLS)	✓	
Experience of delivering BTEC programmes, specifically in sport and exercise	✓	
The ability to plan and deliver engaging and informative lessons	✓	
Be able to teach using a variety of teaching methods and styles	✓	
Be able to review and reflect on own teaching impact		✓
Understand assessment methods and criteria of the BTEC qualification	✓	
FA Coaching qualification		✓
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills	✓	
Attention to detail	✓	
Willingness to work some unsocial hours, including evenings and weekends	✓	
A drive to help people achieve their goals	✓	

CHARITY VISION

To help people achieve their goals by delivering quality, innovative services through football and sport

CHARITY VALUES

- To deliver professional, quality, safe, affordable services to all users
- Respect and listen to the views of children, young people, adults and our partners
- Invest in and support staff to enable development and progression
- Provide excellent communication and customer care
- Provide opportunities that empower and engage all users

APPLICATION PROCESS

All applications must be submitted through the vacancies section of our website

www.communitysportsfoundation.org.uk/vacancies

Should you have any further questions or queries at this stage please direct them to

csfrecruitment@canaries.co.uk

CLOSING DATE FOR APPLICATIONS

12:00pm on Monday, July 22, 2019

INTERVIEW DATE

Friday, July 26, 2019

INTERVIEW PANEL

Stevie Bramble - Head of Curriculum

Paul Holmes - CSF Education Manager

Roscoe Hipperson - CSF Education Officer

All candidates shortlisted for interview will be informed by email or phone by 5:00pm on Monday, July 22, please be aware that you may not be contacted before the application deadline date.

If you have not been contacted by 5:00pm on Monday, July 22, it will mean you have not been successfully shortlisted for interview.

Any offer of work will be subject to a fully completed enhanced DBS disclosure and satisfactory references.