

Job Title:	Schools Officer
Reports to:	Community Sports Coach and After School Club Leads
Accountable to:	Education Manager
Contract Term:	(Full time, 37 hours) 1 year fixed term, you may be required to work outside of normal office hours, at evenings and weekends.
Location:	Sincil Bank Stadium, Lincoln, LN5 8LD
Salary:	£20,000
Closing Date:	Thursday 17 October 2019, 7pm

Job Purpose

Lincoln City Foundation uses the appeal of the Premier League and Lincoln City Football Club to inspire children to learn to be active and develop important life skills.

The role will co-ordinate all the delivery aspects of the Premier League Primary Stars programme, Schools contracts including all programmes delivered in schools within partner schools. The aim of the position is to contribute to the development of a quality PE and School Sport offer to pupils between the ages of 4 – 16 in Lincoln and Lincolnshire.

In line with Foundation and Premier League Objectives we will:

- Work in partnership to drive up standards in PE across our target Primary Schools, both through the intensive offer and our football offer. We will do this by responding to needs of individual schools working through the School PE Coordinator, where they are in post, or and directly with the teaching staff.
- Provide a responsive offer that meets the needs of schools across PE, Health, PSHE and Literacy by building genuine partnerships with schools to ensure we meet their need.
- Build strategic partnerships in key areas of the city and to work more closely in partnership, with our SSPAN, CSP and County FA where we have the same objectives and target groups.

Key Responsibilities

Main responsibilities of the role include:

- Deliver a high-quality school offer to include curriculum, extra-curricular, targeted interventions and collapsed curriculum days that meet the needs of partner schools.
- Support the professional development of teaching staff, which builds skills and confidence to deliver high quality PE.

- To develop positive working relationships with schools and ensure the Foundation secures existing and new contracts each year.
- To implement the Premier League Primary Stars programme, meeting all pre requisites of the Premier League Charitable Fund grant conditions.
- Expand our delivery of After School Clubs using both models of delivery plus recruit an appropriately qualified workforce to manage and deliver.
- Continue to develop the Fuel for School programme by engaging new schools to expand the programme and create a greater impact locally
- To develop strong relationships between Lincoln City Foundation and partner schools. To include external partners County FA, SSPAN and CSP.
- Action quality assurance procedures for all project aspects.
- To monitor the progress of the project to ensure all data is accurate, appropriately managed and inputted using the online monitoring tool VIEWS, working towards all KPIs being achieved.
- Support the ongoing development of PL Primary Stars lesson resources with the Education Manager and Lead Coach.
- Report, record and resolve any issues with the Education Manager.
- Complete all internal and external monitoring reports in a timely manner to a high standard with detail and accuracy.
- To oversee, co-ordinate and support the development of Community Sports Coaches.
- Attend any training to develop relevant knowledge and skills.
- To represent the Foundation, when required, at internal and external meetings.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Education/Qualifications	
Educated to degree level in a relevant subject area. BTEC/NVQ level 3/A Levels accepted	Essential
NGB Level 2 coaching certificate or Qualified to Level 3 in either Personal Trainer or Exercise Referral	Essential
Safeguarding Certificate (in date)	Essential
Emergency First Aid Certificate (in date)	Essential
afPE Level 3/5 – Supporting the delivery of PE and School Sport	Essential
Multi- Skills Level 2 Certificate	Desirable
Relevant teaching qualification (CTTLS/QTS/QTLS)	Desirable
Knowledge and Experience	
Experience of working in and liaising with schools	Essential
Knowledge of National Curriculum for PE (preferably Primary school)	Essential
A minimum of 1 years' experience of delivering within a primary school setting	Essential
Demonstrate a good understanding of a player pathway and talent identification	Desirable
Experience of developing relationships with a wide range of internal and external partners at all levels	Desirable
Skills and abilities	
Ability to work on own initiative	Essential
Excellent communicator	Essential
Excellent organisational and planning skills	Essential
Focused and results orientated	Essential
Committed, self-motivated and driven	Essential
Strong commitment to high quality delivery and customer service	Essential
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies.	Essential

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Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Essential
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements.	Essential