



Summer School Teacher

Recruitment Pack



Lincoln City
Foundation

Message from Head of Foundation – Paul Hamnett

Thank you for your interest in Lincoln City Foundation, I am delighted that you are considering our Charity and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, www.lincolncityfoundation.co.uk, as this will tell you a lot about us and give you a taste of all that goes on here.

Lincoln City Foundation has been delivering community based activities for over 25 years within Lincoln and Lincolnshire with ambitious plans to expand existing and develop new work. Our approach is to work in partnership with other organisations to bring our vision to life of Happier, Healthier and Inspired Communities. To achieve this, our work focuses on three strategic areas:

- Learning and Development
- Health and Well-Being
- Sport & Physical Activity.

There are currently 40 members of our team plus an experienced Board of Trustees who oversee the Foundation. Our workforce is diverse in personal and skills and as the Foundation continues to grow will endeavour to meet the needs of our communities.

I do hope that you might be tempted to apply. I recognise that time, thought and energy goes into preparing an application and we, in turn, will give your application serious considerations.



Our Ethos

- Be Respectful
- Be Proud
- Be Adaptable
- Be Reflective
- Be Passionate




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Foundation



Staff benefits

Lincoln City Foundation value its employees and is committed to being a respectful and responsible employer of choice. It is important to the Foundation to cultivate an environment of development and progression therefore actively encourage staff training (internally and externally), networking and opportunities to support a pathway for those that show initiative, innovation and dedication.

- Annual Leave
- Flexible Working options
- Free on-site car parking (non-matchday)
- Lincoln City FC home fixture ticket allocation
- Sick pay
- Employer paid pension contributions
- Long service and performance related rewards and incentives
- All team CPD and social events.

A background photograph showing a group of people in kayaking gear (helmets, life jackets) on a river. Some are standing on the grassy bank, while others are in kayakers. The scene is outdoors with trees and a blue sky with clouds.

Our 2018/19

- 15 Community Programmes
- 39,000 hours of engagement
- 9,000 participants
- £700,000 invested in the local community

Why are We here?

To inspire, empower and help individuals and communities to improve their physical, social and mental well-being

JOB DESCRIPTION SUMMER SCHOOL TEACHER

WEEKLY HOURS:

Seven Hours per Day

SALARY:

Daily Rate (£84.00 plus holiday pay)

LOCATION:

Lincoln

REPORTING TO:

Schools Manager

RESPONSIBLE FOR:

None

PURPOSE:

Lincoln City Foundation is committed to create and provide opportunities that inspire and empowers individuals and communities to develop and improve their physical, social or mental well-being.

Lincoln City Foundation strives to develop alternative and engaging sports and education provisions. During the Schools Summer Holidays we will be providing Holiday Provision through our new Summer School and require Qualified or Trainee Primary School Teachers to deliver our Education side of the programme

In line with Foundation's objectives the post holder will:

- Work to provide safe, engaging and high-quality delivery to all Foundation customers in line with the programme curriculum and structure
- To enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement
- To develop and lead sessions and be responsible for the delivery of content, administration, relevant equipment and participant contribution and involvement.

Main Duties and Responsibilities

The post holder will:

- To deliver interactive, engaging and fun lessons that cover areas of the National Curriculum in Numeracy and Literacy. There will be opportunities to deliver other subjects at your discretion throughout the day.
- Accountable for the planning, delivery and evaluations of the allocated education sessions
- Support the delivery of the Physical Activity sessions that will be led by our Community Coaches
- Provide guidance and assistance where necessary to ensure the correct information is delivered to the correct age groups
- To build positive relationships with the children, parents and other team members to create a positive working environment for all

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
- 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

Qualifications:

- Educated to degree level in a relevant subject area.
- Relevant teaching qualification (PGCE / CTTLS / QTS / QTLS)

Knowledge and Experience:

- Experience of delivering and following the National Curriculum for Primary Schools
- Developing lessons to meet the needs of the young people and partners
- Experience of developing relationships with a wide range of internal and external partners at all levels

Skills and Abilities:

- Committed, self-motivated and driven with the ability to work on own initiative whilst contributing to the teams success
- Ability to communicate and engage with others (potential contacts include staff, managers, participants and parents/carers)
- To be able to plan and organise to a high standard and prioritise own workload
- Focused to achieve against Key Performance Indicators and creating opportunities for positive experiences and meaning impact for our participants
- Committed to high quality delivery and customer service with an understanding of participant needs or the willingness to learn about those the Foundation serves
- Ability to form strong and appropriate relationships, demonstrating excellent communication skills



Equality and Diversity:

- Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies
- Able to work within a diverse community to promote equality & diversity.

HOW TO APPLY

If you would like to apply for this position you will need to apply at www.lincolncityfoundation.co.uk/current-vacancies

Completing your application

- Please read all the information provided before completing your application
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack
- We do not accept CV's or covering letters.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisting

We only contact those candidates who have been shortlisted for interview. Due to the high volume of applications we are unable to provide feedback to those who are unsuccessful.

Shortlisted applicants for posts are advised that references will be taken up after interview.

Interview Process

- Interviews will be conducted via video conference and will be organised at the earliest possible convenience due to the short timeframe required

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS

Queries

If you have any queries at all about the recruitment process please contact the Foundation on 01522 563792 or enquiries@lincolncityfoundation.co.uk