



Job Application Pack Secondary School Coordinator

INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES



VISION

To inspire healthier, more connected communities.



MISSION

To work with our key stakeholders collaboratively to empower and bring together our communities, changing lives for the better through diverse initiatives.

Job Vacancy

Secondary School Coordinator

Job Title: Secondary School Coordinator

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: £24,470-£26,748 salary per annum

Contract Status: Full Time (37 hours)

Reports to: Sports College Manager

Hours of Work: Weekdays, with the potential to work evening and weekends. (Hours determined by the needs of the service)

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Purpose of Position: Fleetwood Town Community Trust are recruiting a Secondary School Coordinator, a new and exciting position that will drive our secondary education provision. The appointed candidate will lead, deliver and monitor the Trust's Alternative Education Pathway Programme engaging with students with varying needs.

The position holder will oversee existing and new initiatives to support secondary school students in school and also on our Work Placement Programme with a view to pupils re-integrating back into mainstream education.

The successful candidate will have experience in delivering education programmes to young people, whilst inspiring aspiration and preparing for job readiness.

Core Duties & Responsibilities

- To lead on the recruitment and engagement with Fylde Coast based secondary schools.
 - To design, monitor and deliver the curriculum, adapting to the student needs accordingly.
 - To teach Level 1 based qualifications to small cohorts of learners.
 - To monitor students learning with Professional Development reviews.
 - To effectively manage student behaviour, applying suitable measures to positively influence learning.
 - To implement adaptable strategies of teaching to compliment student learning styles.
 - To provide pastoral support to students as well as offering external agency service referrals.
 - To mark student work to the agreed timescales, providing suitable progressive feedback.
 - To monitor and maintain data following GDPR policy and practice.
 - To communicate programme learning and achievements through report writing to line management and the Board of Trustees.
- To maintain and extend relationships with key stakeholders, schools and local community groups.
- To attend meetings/events in order to raise awareness of related programmes.
 - To complete general office administration duties including photocopying, sending and responding to emails.
- To undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

Skills & Qualifications

Minimum requirement of holding a Level 5 Teaching Qualification	Essential
Postgraduate Certificate in Education (PGCE)	Desirable
Leadership & Management qualification	Desirable
Up-to-date Safeguarding and First Aid qualifications or a willingness to complete	Essential
Strong interpersonal skills for communicating with learners, colleagues and partners	Essential
Excellent planning, organisational & time-management skills	Essential
Competent IT skills (including Microsoft programmes)	Essential
Ability to work under own initiative and meet timescales	Essential

Knowledge Required

Experience of working with disadvantaged and challenging young people	Essential
Experience in delivering vocational studies qualifications	Essential
Experience in teaching functional skills to learners	Essential
Knowledge, understanding and experience of alternative education settings	Essential
Experience of internal verification	Essential
Experience of using a range of teaching and learning styles to motivate and challenge learners	Essential
Competent at developing quality assurance frameworks to measure and evaluate project delivery	Desirable
Knowledge of the local demographic and the relevant social issues	Desirable
Understanding of safeguarding, health and safety and equality principles, policies and procedures	Essential
Experience of data collection for monitoring and evaluation purposes.	Essential

Other Requirements:

Full UK Driving Licence & access to a suitable vehicle for work	Essential
Positive attitude to work & dedication to making a difference	Essential

General Responsibilities

Health and Safety

- To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work
- To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

- Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service
- Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

- To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

- Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

General Responsibilities

Employee Relations

- To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole

Equal Opportunities and Harassment

- To cooperate with measures introduced to ensure there is equality of opportunity in employment.
- To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies
- To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

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 requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Employee Benefits

- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 28 days annual leave (Plus a staff loyalty program offering additional days off and ensuring Christmas leave as a gesture of appreciation for their contributions.)
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Bi-Annual One to One Professional Development Review
- Annual staff awards evening
- Bespoke CPD



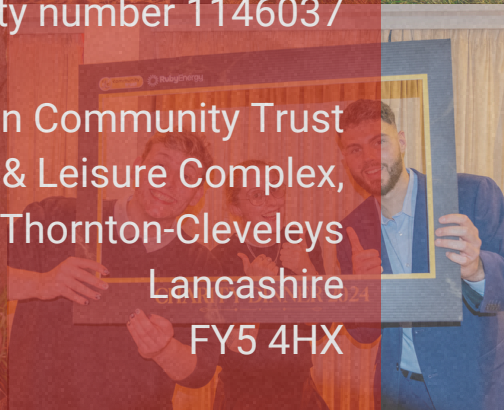


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Registered charity number 1146037

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Fleetwood Town Community Trust

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