



<b>Role Title:</b>	Secondary School Officer (Casual)	<b>Department/Team:</b>	Education- Inspires
<b>Reports to (Managers Title):</b>	Ellis Oliver Partnership Manager (Inspires Lead)		
<b>Location:</b>	Various- School Based		
<b>Last update (date):</b>	23/11/2022	<b>Role Position No. (HR to complete)</b>	

**The Purpose of the role:**

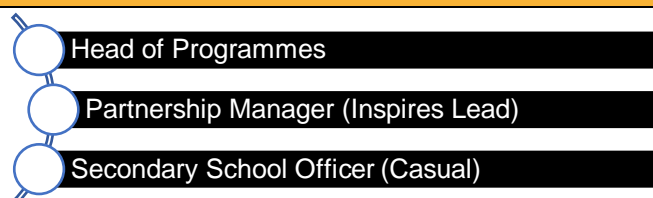
You will be responsible for delivering activities in secondary schools in the short-, medium- or long-term absence of current project staff showing a flexibility to work varied hours, across different days of the week, potentially in various locations across Hull and East Riding.

You will enable students already engaged with the project in partner schools to access activities they are currently engaged with to ensure continued service provision to schools which enables consistently high-quality interventions to take place with students of various backgrounds and needs

You will be responsible for planning, delivering, and assessing engaging and inclusive sessions, fostering students' curiosity and providing an inspiring atmosphere in which to build strong relationships with students which enhance their aspirations. You will be required to do this using your own initiative and experience to plan engaging sessions based on existing schemes of learning provided by the project lead.

You will interact with school staff and in particular school contacts to update them on progress of students and keep them informed of future provision in the absence of regular school-based Tigers Trust staff.

**The role fits in the organisation here:**



**Key facts & figures of the role: Key accountabilities**

- Cover sessions effectively in the absence of regular school-based Tigers Trust staff members.
- Be familiar with the programme resources and range of activities delivered within the project
- Use own knowledge to plan, deliver and review sessions to deliver subsequent sessions.
- Deliver highly engaging and rewarding classroom and/or practical sport sessions that enable students to progress with their personal skills and educational outcomes
- Work closely with school contacts to ensure continued session delivery in the absence of regular Tigers Trust staff members
- Maintain strong, robust, and clear lines of communication and relationships with key school staff and the project lead
- Be able to evidence activity impact through obtaining qualitative and quantitative information
- Use online monitoring and evaluation system (Views) to record attendance
- Demonstrate a committed approach towards ensuring equality, diversity and inclusion across all provision
- Ensure compliance with relevant policies and procedures – Data Protection, Health & Safety, Safeguarding etc.

<b>Key Relationships of the role:</b>	School Partnerships Hull City Football Club Premier League Charitable fund
<b>Pay:</b>	£12 per hour
<b>Direct Reports:</b>	Partnership Manager (Inspires Lead)



**What is needed to be successful in this role (Person Specification).**

**Core Competencies:**

- **TEAMWORK** - Understands the role of self and others in collaborative working to achieve defined targets, objectives and goals
- **ACHIEVING RESULTS** - Focuses attention on achieving results that are critical to the success of their role and the business
- **PLANNING AND ORGANISING** - Structures and priorities, plans and organises their own time and workload to meet work objectives. Takes responsibility to ensure own tasks are fully complete
- **DEALING WITH CHANGE** - Demonstrate flexibility and adaptability and willingness to deal with change. Keeps an open mind and challenges positively
- **CUSTOMER SERVICES** - Understands and analyses participants and customers' needs providing valued solutions, listening and responding to their needs and requirements, delivering a quality service, and actively creating a customer led environment
- **COMMUNICATION** -Delivers information and ideas clearly. Questions and listens-to ensure common understanding of issues. Creates climates of open communication
- **PROFESSIONALISM** - Maintains high standards in their personal approach, gains respect from others for their professionalism including across the club community organisation (CCO) network.

**Personal Qualities:**

- Self-motivated and an ability to work on own initiative
- Excellent time management and an ability to prioritise key tasks
- Excellent communication skills to enable positive interactions with students, school staff and Partnership Manager (Inspires Lead)
- Excellent attention to detail with regards to planning and preparation, and a desire to constantly develop professionally
- Professionalism and solution focused to engage with students in an energetic and empathetic capacity to support ongoing needs
- Full UK Driving License and access to own transport

**Qualifications/Training:**

Essential:  
Emergency First Aid  
Safeguarding Children and Adults

Desirable:  
Qualified Teacher Status  
Youth Work L2  
Cover Supervisor / Teaching Assistant Experience

**Experience:**

**Essential:**

- Experience of working with young people in a school environment (classroom based) including those with additional needs e.g., low confidence, Pupil Premium, Poor Behaviour
- An ability to manage young people in a classroom setting
- Experience of assessing learning
- Ability to be innovative and plan lessons in line with schemes of work with own initiative
- Experience of basic monitoring and evaluating processes
- Safeguarding Children Qualification and awareness of key procedures
- Emergency First Aid certificate

**Desirable:**

- Knowledge of health and safety requirements and experience of risk assessing activities
- Qualifications and experience in coaching/leading various sports activities
- Mental health first aid or awareness training



This is a casual position with no fixed term or hours. Candidates should be willing to undertake work on the project at short notice to undertake effective session delivery. Candidates should be prepared to travel using their own vehicle.

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### **Tigers Trust Vision & Mission:**

***Inspired and integrated communities, living active, healthy and happy lives***

We dare to inspire, engage, and improve our communities, through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can.

### **Core Values and Objectives:**

**Values:**

- Fun
- Ambitious
- Inspiring
- Respectful
- Passionate
- Inclusive

**Key objectives:**

1. Inspire Communities- working to 'inspire' and raise the aspirations of our local communities through an inclusive and quality offer of sport and education activities and provision.
2. Improve Health and Well Being-improving the health and well-being of our local communities through activities which promote safe, healthy and happy lifestyles.
3. Create Pathways to Education & Employment Opportunities- creating the opportunity to raise educational attainment and promote a value of lifelong learning, whilst increasing access to the 'world of work' through promoting opportunities to interact with employers and entrepreneurs.
4. Connect and Collaborate with Key Stakeholders- maximising impact and resources by delivering together for the benefit of the local communities.
5. Sustainable- Operate a financially sustainable and viable charity, working effectively with our Club, growing income and building strategic partnerships.
6. Build Capacity- of our charity through excellent governance, quality management and an effective integrated delivery structure.

Manager Sign Off:		Date:	
Employee Sign Off:		Date:	

### **Safeguarding Statement**

Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.



**TIGERS TRUST**  
IN THE COMMUNITY

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

**Equality Statement**

Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

You may be expected to conduct yourself in other ways and undertake different duties which are is not limited and may be reasonably modified as necessary to meet the needs of the business.