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| Role Title: | Secondary School Officer | Department/Team: | Education- Inspires |
| Reports to (Managers Title): | Ellis Oliver Partnership Manager (Inspires Lead) | | |
| Location: | Various- School Based | | |
| Last update (date): | 25/07/2022 | Role Position No. (HR to complete) | |

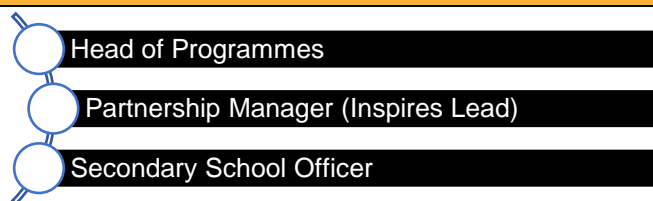
The Purpose of the role:

Working with the Partnership Manager 'Inspires Lead', you will enable students to access activities within school that will develop personal and inter-personal skills working towards more positive outlook to education and the future including further and higher education and employability opportunities.

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 enhancing their aspirations. You will evidence value for money and build close working relationships with service users, partners, and colleagues.

You will also act as the link member of staff promoting other opportunities within Tigers Trust for students to engage with e.g., National Citizen Service, University South Wales Foundation Degrees, Football Centres etc.

The role fits in the organisation here:



Key facts & figures of the role: Key accountabilities

A key member of the secondary school team that will also align closely with other funded projects to deliver school-based activity surrounding personal skills, well-being and employability

- Engage secondary schools with the Premier League Inspires project
- Utilise programme resources, assessment portals and own knowledge to plan, deliver, assess and review schemes of learning.
- Deliver highly engaging and rewarding classroom and/or practical sport sessions that enable students to progress with their personal skills and educational outcomes
- Work collaboratively with the Head of Programmes and Tigers Trust colleagues to strategically develop the Inspires/wellbeing project ensuring it integrates with other funded projects i.e., Kicks, National Citizen Service where possible
- Work closely with school contacts and others to ensure that appropriate numbers are recruited to the project and that the main beneficiaries (at risk students) achieve the desired outcomes
- Use prior knowledge and work closely with other delivery staff to ensure the needs of learners are clearly understood and planned for seeking to stretch their learning
- Maintain strong, robust and clear lines of communication and relationships with key school staff and the project lead ensuring frequent updates on progress and bringing to attention any issues that may arise with delivery including with reference to achieving project KPI's in line with funder stipulations
- Be creative with evidencing impact of delivery including, photos, video footage, case studies and impact reports
- Use online monitoring and evaluation systems concisely to collate data to evidence outcomes and attainment of key performance indicators
- 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.
- Undertake additional duties as and when necessary, including occasional work on match days



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| Key Relationships of the role: | School Partnerships Hull City Football Club Premier League Charitable fund External Coaching Network e.g., FA, Active Humber |
| Pay: | £20,000 (Pro Rata- Minimum 24 hours per week) |
| Direct Reports: | Partnership Manager (Inspires Lead) |
| What is needed to be successful in this role (Person Specification). | |
| Core Competencies: | |
| <ul style="list-style-type: none"> • 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: | |
| <ul style="list-style-type: none"> • Excellent interpersonal skills and proven ability to work within a team • Self-motivated and an ability to work on own initiative • Excellent time management and an ability to prioritise key tasks • Excellent attention to detail with regards to planning and preparation, and a desire to constantly develop professionally • Excellent communication skills with an ability to make own strategic decisions for the benefit of the project with assertiveness to drive these forwards with school staff contacts • Full UK Driving License and access to own transport | |
| Qualifications/Training: | Desirable: Qualified Teacher Status (QTS) Higher Level Teaching Assistant (HTLA) |
| Experience: | |
| Essential: | |
| <ul style="list-style-type: none"> • Experience of working with young people in a school environment • An ability to manage young people in a classroom setting • Experience of assessing learning and acting to provide meaningful feedback • Ability to be innovative and create lesson and activity materials with own initiative • Experience of monitoring and evaluating processes • Experience of working with young people that have additional risk in their education e.g., low confidence, Pupil Premium, Low attainment, poor behaviour • Ability to interact with stakeholders clearly and concisely in organisation of project activities and building strong working links • Safeguarding Children Qualification and awareness of key procedures | |



- **Desirable:**
- Experience of providing information, advice and guidance on career pathways and opportunities
- Experience of managing, training and mentoring young people
- Experience of working with and engaging employers
- Knowledge of health and safety requirements and experience of risk assessing activities
- Qualifications and experience in coaching/leading various sports activities
- Emergency First Aid certificate
- Mental health first aid or awareness training
- FA Level 2 Coaching Football Qualification

This is a fixed term, part-time position with an initial probationary period of three months, attracting a starting salary of **£20,000** per annum (pro rata). Funding is currently approved for this position until August 2023.

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.



TIGERS TRUST
IN THE COMMUNITY

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| 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.

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.