



ARGYLE  
COMMUNITY  
TRUST

## Job Application Pack

### Plymouth Post 16 Education Lead





## Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

## Our Values

We endeavour to uphold six core organisational values:

**Professionalism** - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

**Inclusivity** - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

**Respect** - we respect our partners, people, and communities and aim to gain the respect of others.

**Excellence** - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

**Honesty** - we are open and transparent in all our work and with the communities we serve.

**Pride** - we are proud of what the organisation and its parent club represent.

## What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

## Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

**Empower people** in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

**Promote physical participation and wellbeing** by encouraging healthier lifestyles and removing barriers to participation.

**Inspire supporters** to engage with our community outreach programmes.

**Improve our systems** and structures to ensure we provide quality, efficient services that are value for money.

**Understand and measure the impact** of our programmes on the community.





# ARGYLE COMMUNITY TRUST

<b>Organisation:</b>	Argyle Community Trust
<b>Position:</b>	Plymouth Post 16 Education Lead
<b>Location:</b>	Plymouth and Surrounding Areas
<b>Offices:</b>	Home Park, Outland Road , Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
<b>Salary:</b>	£27,000 - £32,000
<b>Contract:</b>	Full Time, Permanent (option for term time only pro rata)
<b>Hours:</b>	37.5 hours per week
<b>Reports to:</b>	Devon Education Manager

## Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

### Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

### Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

### Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

## Apply Now

Closing date for applications: Friday 15th September 5pm

Start Date: October 2023 or Negotiable to suit the right candidate

## The Role

Argyle Community Trust is looking for an enthusiastic and passionate Post 16 Education Lead to join our thriving education and football programme in Plymouth. Reporting to the Devon Education Manager, you will inspire and ensure that every young person that goes through a Level 3 or leadership programme with us will have an opportunity to thrive and succeed. As Post 16 Education Lead, the successful candidate will lead the teaching and coaching team helping young players enrolled on the programme to progress and apply the knowledge they develop in the classroom to practise team sports. Management, coaching and teaching time will be split according to the needs of the provision.

This role will be based in Plymouth, delivered by Argyle Community Trust and run in partnership with City College Plymouth. The post holder essentially oversees the recruitment, planning, content, enrichment, delivery and administration of all aspects of the programme along with vocational related qualifications in Sport delivered to our year 14 students. They will also be responsible for promoting the programme, liaising with partners and developing productive relationships with key stakeholders.

The successful candidate must have in-depth knowledge of the BTEC Sport specification as well as experience of delivering young people's football training sessions. As such, we would expect the candidate to have coaching and teaching qualifications and be computer literate. In addition to this, the Post 16 Education Plymouth Lead must be able to undertake key administrative and quality assurance duties that are associated with the role.

The Trust runs similar programmes in Camborne and Newton Abbot and these programmes have expanded by 30% during the past two years as we now have over 160 students, 10 staff and eight football teams that play in the U19's national leagues. We are proud of our results, with 100% of students completing the BTEC course and 96% achieving on or above their target grades

As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating exciting and bespoke learning opportunities

## Primary Objectives of the Role

- Lead the Post 16 Plymouth team in the planning and delivery of engaging, high-quality lessons that address the curriculum content for the BTEC Football Development Programme
- Lead in the promotion and marketing of the Post 16 BTEC Football Development Course creating and delivering a recruitment plan to enrol and retain learners onto the Plymouth based programme.
- Ensure all learners' progress is monitored and tracked and that assessment tasks are set, completed and marked in line with Examination Board specification and QCF requirements.
- Promote safe practices outlined in Trust policies and procedures ensuring professional standards are adhered to and safeguarding is at the heart of the role.
- Support coaching staff where appropriate ensuring that a syllabus and coaching programme is adopted and delivered in relation to the students enrolled.

Key Internal Relationships	Key External Relationships
Devon Education Manager	City College Plymouth
Cornwall Education staff and tutors	BTEC examination board / EVs
Safeguarding Officer	Plymouth Argyle Academy staff

## Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

## Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants on our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

## Job Description

### Plan and Deliver

- Model best practice in the teaching of large and small groups of learners from a range of background and abilities ensuring that all learners make progress.
- Research and develop new topic areas, courses and teaching materials whilst maintaining up-to-date subject knowledge.
- Support coaching staff where appropriate and establish relevant and measurable KPI's working on the games programmes as and when required throughout the academic year.
- Organise work experience and carry out learner assessments in the workplace, as appropriate.
- Meet all course and general administration requirements such as management and reporting of student attendance and behaviour, Updating qualification tracker sheets producing learner reports in line with college requirements and ensuring all Health & Safety checks are completed.

### Promote and Develop

- Take responsibility for recruitment for new academic years ensuring the minimum baseline of students is recruited on a yearly basis through a strategic recruitment process
- Ensure all students are retained for each academic year and retention targets are met.
- Build new relationships with local clubs, Community groups, schools, and venues to increase provision and recruit participants; liaise with Under 15 and 16 Centre of Excellence provision's Lead Coach
- Represent the Community Trust at parents' evenings, taster days, open days and careers or education conventions.

### Impact and KPIs

- Set assessment tasks, oversee examinations, mark and assess work, giving appropriate feedback, and maintaining records of learners' progress and development; record all learner evidence in line with Trust and awarding body requirements.
- Attend team meetings to monitor, review and evaluate relevant courses
- Understand fully the national standards for each qualification and ensure all external client's policies and procedures and ensure these are adhered to.
- Work with the Impact Team to gather relevant progress data and keep key stakeholders updated on learner progress
- Undertake regular teaching observations and participate in in-service training as part of continuing professional development (CPD)

### Quality and Safety

- Promote a culture of respect within the department ensuring that students feel safe and supported
- Manage learner conduct and apply appropriate and effective measures in cases of unacceptable conduct
- Interview potential learners and conduct diagnostic assessments where appropriate and planning additional support where needed.
- Communicate with parents regarding student's progress, attitude to learning, punctuality, and attendance

### Programme Lead Responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Promote compliance ensuring that the Trust enforces all policies and procedures, challenging staff when they don't do the right thing.
- Take responsibility for promoting the Trust, creating positive relationships within local and national networks and enhancing the reputation of the Trust.
- Facilitate ACT's strategic and charitable aims ensuring that our work inspires and makes a positive difference to Cornwall and Cornwall communities

## What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



## What we are looking for in this role.

Qualifications and Experience	
Relevant teaching qualification eg, DTLLS, DET, Level 4 CET etc	E
Degree or equivalent in relevant specialism	E
Qualified Teacher Learning and Skill Status (QTLS)	E
Minimum of 3 year teaching in college /vocational setting Leading or delivering BTEC level 3	E
Assessor or Internal Verifier Qualification	D
Hold up-to-date FA Safeguarding Children or evidence of other safeguarding training	E
National coaching qualification ideally FA level 2 or above	E
Hold a Full Driving Licence	D
Hold a D1 or Mini bus license	D
Knowledge And Understanding	
An understanding of delivering sport within an education context.	E
Knowledge and Understanding of BTEC Sport Courses	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
Understanding of Football Development and delivery and the Local Football Landscape	E
Experience of recruiting and working in a sport or community-based environments	E
Understanding of SEND and appropriate strategies to support learner needs	E
Have a range of positive behaviour management strategies and understand how to support and develop learners	E
Programme Lead - Skills and Attributes	
Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
A positive approach to motivating and successfully working with individuals who may be hard to engage.	
Compassion and understanding of issues affecting young people in education and employment	
Ability to create a strong team culture and also to be able to work independently	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	



**“Our Mission  
is to inspire and make a  
positive difference to Devon  
and Cornwall Communities.”**

## How to apply:

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification.

If you would like further information or wish to discuss the post contact [ACTrecruitment@pafc.co.uk](mailto:ACTrecruitment@pafc.co.uk)

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Closing date for applications

Friday 15th September 2023 5pm

## A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

**"The range of work that happens with opportunities created for diverse groups of people is amazing."**

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

**"I felt valued and part of something since the first day I started."**

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

**"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."**