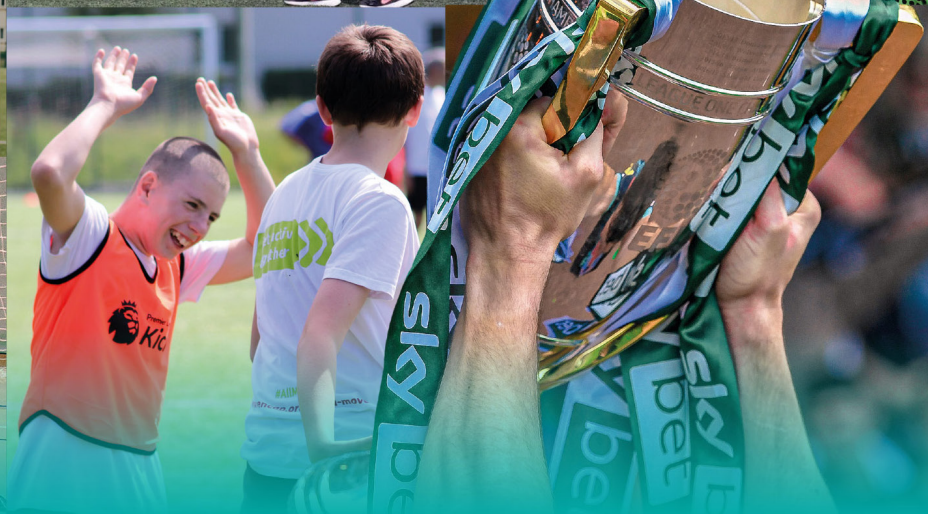
ARGYLE COMMUNITY TRUST

JOB APPLICATION PACK

Alternative Provision Lead

£25,200 - £32,760

Permanent - Flexible term time or full time – 40 hours FTE



Professional Footballers' Association

We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years is has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

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.

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 in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.

ARGYLE COMMUNITY TRUST

Position: Alternative Provision Lead
Location: Brickfields, Plymouth, Devon
Offices: Home Park, Outland Road , Plymouth PL2 3DQ
Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
Salary: £25,200 - £32,760
Contract: Permanent
Hours: Flexible term time or full time – 40 hours FTE
Reports to: Devon Education Manager

Argyle Community Trust are looking for an individual who will inspire young people to engage and achieve, experience success and fulfil their potential. The post holder should understand the obstacles and challenges that some young people face during their time in education and consequently, in gaining employment. We are looking for someone who knows how to motivate, build confidence, and raise self-esteem in a compassionate environment. The ability to engage with and inspire young people who have experienced difficulties in the education system is crucial alongside experience of successfully delivering a variety of relevant qualifications and experiences. They will be self-motivated and relentless in pursuit of excellence, sustainability and development.

The position will be based across multiple delivery sites within Plymouth and surrounding areas although our new facility at Brickfields will be the main facility for delivery, with some of the administrative duties completed in the offices at one of our delivery hubs. The role of the Alternative Provision Lead will be to plan, deliver, monitor and review a curriculum that will promote and enable re-integration into mainstream school for young people. The post holder should be competent to deliver positive experiences, a variety of vocational qualifications, and a work-readiness programme for a range of school aged children and young adults with varying needs and backgrounds.

The Alternative Provision Lead will be involved in a variety of school education and mentoring programmes as well as possibly contributing other programmes across the Trust. They will have a can-do attitude and professional outlook.

The successful candidate will join the Education Team. Argyle Community Trust has a holistic array of education provisions such as but not limited to; Premier League Inspires programme, Alternative Education Provision, Prison Education Programme, Further Education, Higher Education and Adult Education programmes.

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 lasting education and engagement with individuals.

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. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes 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.

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 lasting engagement with a diverse range of individuals.

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.

If you would like further information or wish to discuss the post contact 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 - Monday, 8 July 2024

JOB DESCRIPTION

Primary Objectives of the Role

Working closely with the Devon Education Manager, the successful candidate will be responsible for:

- Planning and delivering interesting and engaging curriculum and assessing progression, activities, and projects appropriate to school and learner needs across both Key Stage 3 and 4 away from the secondary school environment in line with Trust and awarding body requirements.
- Carrying out a mentoring role as a personal tutor to learners.
- Monitoring and reporting on learner performance ensuring all project partners are kept informed of learner progress in a timely manner.
- Take initiative with internal and external communication and reporting to ensure positive professional relationships are maintained with all stakeholders.
- Ensuring all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place whilst acting in accordance with Trust strategic objectives, policies, and procedures at all times.
- Recruit new schools onto the programme.

Plan and Deliver

- Model best practice in the teaching 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.
- 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 school 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.
- Monitor student's learning and behaviour and report to the Devon Education manager to discuss development opportunities.
- Knowledge and understanding of safeguarding principles and procedures and a commitment to delivering safe practice in accordance with ACT Safeguarding policies and procedures.
- Aware of national safeguarding policies (Prevent) and an appreciation of the role's importance in signposting concerns to relevant bodies.

Measure Impact and Meet KPIs

- 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).
- Regularly communicate with colleagues, line manager and schools about student progress.
- Where appropriate, develop a relationship to foster links between home, the school and the Trust, and to keep the Trust informed of relevant information.

Quality and Safety

- Manage learner conduct and apply appropriate and effective measures in cases of unacceptable conduct.
- To fully understand the standards for each qualification and tracking methods.
- Know and apply Trust policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Promote the acceptance and inclusion of the student with SEN, encouraging students to interact with each other in an appropriate and acceptable manner.
- Be responsible for management of session planning and delivery, ensuring each opportunity is inclusive to all abilities.
- Undertake thorough risk assessments on all activities provided to learners and deliver programmes in accordance with ACT Health and Safety policies and procedures.

Generic Level 3

- 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.
- Take personal responsibility for executing your duties, understanding policies and following procedures.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.

PERSON SPECIFICATION

Qualifications and Experience	
L3 Qualification in Education or Sport or Occupational Competence	E
Maths and English at GCSE grade C (4)	E
Sport or wellbeing coaching/mentor qualification	D
Mental Health first aid or similar qualification	D
Hold a Full and Clean UK Driving License	E
Assessors Qualification (i.e. CAVA)	D
Basic First Aid	D
DBS Clearance for regulated activity	E
Knowledge And Understanding	
Understanding of Training, Skills standards, and regulations	E
Evidence of lesson planning and Scheme of work creation	E
Understanding of Equality and Diversity	E
Know how to support the programme to deliver its strategic objectives	E
Understanding of safeguarding principles and procedures and a commitment to delivering safe practice	E
Knowledge of best practice in working with Adults at Risk	E
Experience of delivering employability, sports or relevant skills-based programme	D
Understanding of the range of education delivery available across many different awarding bodies and levels of qualifications.	D
Proven success within teaching observations, ideally with OFSTED feedback	D
Management Skills and Abilities	
Good organisational and time management skills	E
Ability to deliver accredited and non-accredited sessions and workshops	E
Ability to work with partner organisations	E
Ability to plan, deliver and reflect in keeping with ACT regulations and expectations	E
ICT Skills (office - word, excel outlook/PowerPoint)	E
Evidence of successfully supporting and developing staff, trainees and apprentices	D
Proven ability to communicate effectively with adults and young people and develop partnerships	E
Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes	E
Respond positively to feedback and strive for high standards and excellence in all aspects of the role	E
Communication	
Good standard of English in both written and verbal communication	E
Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way	E
Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines	E
Discretion and sensitivity in managing confidential information about staff and young people	D
Able to use ICT in impact reporting and presentations	E
Understand obligations regarding information sharing and GDPR	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head of Education	Plymouth Argyle Football Club
Devon Education Manager	Local schools as appropriate

BENEFITS - WHY WORK FOR US?

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

- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children across Trust provisions
- Club kit

Other Benefits

- Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four 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

Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust
Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ
www.argylecommunitytrust.co.uk
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@argyletrust

Scan to view our 2022/23 Impact Report

SCAN ME

Company Number 06797988
Registered Charity Number 1128906
VAT number 406591203

ARGYLE COMMUNITY TRUST