



Job Description

Post Title

Secondary Schools Education Programme Manager (Fixed-term to December 2020)

Department/Location

Education and Sport team within the Huddersfield Town Foundation

Reports to

Head of Education and Sport

Responsible for

Steps to Success Mentor



Purpose of the Role

The purpose of the role of Secondary Schools Education Programme Manager is to:

- Provide opportunities for learning and life skills that help disengaged young people aspire to achieve their potential, regardless of background and ability.
- Signpost individuals to Foundation community projects, including participation and voluntary opportunities.
- Build positive relationships with secondary schools across Kirklees.
- Project manage, deliver, monitor and evaluate the impact of The Huddersfield Town Foundation 'Steps to Success' programme.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Head of Education and Sport
Huddersfield Town Foundation team, including the Senior Leadership Team, project leads and other staff
Board of Trustees
Club CEO
All Club personnel



External: Including, but not limited to:
Head Teachers, Teachers and pupils
Community Hubs
Youth Work Organisations
Careers Agencies
Colleges
Universities
Kirklees Council
Premier League Charitable Fund

Key Performance Indicators

- Improved educational performance: young people will have improved their school attendance by at least 5% and will perform one level higher in both internal and external assessments.
- Fewer behavioural offences: behavioural incidents by individuals on the programmes will reduce by 25% in their period of attendance. Young people will develop resilience and coping methods to manage their feelings, thus reducing tendencies to revert to inappropriate and negative styles of behaviour.
- Improved confidence: 50% of young people taking part in 'Steps to Success' will improve their confidence in at least one aspect of their lives, measured by participant feedback at the start and end of the programme (with intermittent sense checks throughout the project).

General Responsibilities



The post holder will be required to:

- Work in partnership with schools, teachers, parents, children and young people and maintain positive relationships with them;
- Work closely with schools and other Foundation delivery staff to ensure all KPIs are agreed for individual schools and that these are achieved; and,
- Plan and deliver high quality interventions which include but are not limited to: behaviour; attendance; literacy; numeracy; PSHE; Youth Voice, social action and employability.

Role Specific Responsibilities

The post holder will be required to:

- Deliver high quality mentoring and group work in school settings, up to 3.5 days per week;
- Plan and deliver collapsed curriculum days around building aspirations and realising potential;
- Work with school staff to select and mentor students who have been identified as disengaged in their learning and/or at risk of not achieving their potential;

- 
- 
- Project manage and deliver The Huddersfield Town Foundation Enterprise Challenge programme;
 - Utilise and create resources to engage young people in their learning;
 - Monitor and evaluate the impact of the delivery and ensure this is on track and up-to-date;
 - Plan and deliver engaging and inspiring school assemblies;
 - Organise and deliver extracurricular activities and signpost to wider Huddersfield Town Foundation provision such as Premier League Kicks;
 - Develop and maintain relationships with Kirklees High Schools;
 - Plan and deliver twinning / community cohesion projects between schools to work on youth-led social action projects;
 - Develop case studies that demonstrate the impact of the project and share these with potential new schools;
 - Identify ways to further develop The Huddersfield Town Foundation secondary education offer, and source funding to ensure the sustainability of the offer, after the PL/PFA funding cycle has ended; and,
 - Undertake any other duties as required by members of The Huddersfield Town Foundation Senior Leadership Team, and/or any other Senior Manager/Director.

Behaviour/Conduct

The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;

- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be respectful of others at all times and behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. and The Huddersfield Town Foundation Ltd. are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of Secondary Schools Education Programme Manager will involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and commits themselves to the redress of any inequalities by taking positive action where appropriate.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in November 2019.

The proposed review of this Job Description is November 2020.

Person Specification

Post Title

Secondary Schools Education Programme Manager (Fixed-term to December 2020)

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous recent experience of working in a secondary school or in youth settings. • Previous experience of planning and delivering interventions with young people in a range of areas, such as behaviour, attendance and education. • Experience of achieving set targets and outputs. • Experience of monitoring and evaluating the success and outputs of projects. • Experience in a supervisory/line management role. 	<ul style="list-style-type: none"> • Previous experience in a sporting environment. • Previous experience in a Football Club Charitable Foundation or Community Trust. • Experience of working in the charitable sector.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education including GCSE English and Maths at Grade A*-C/Grade 9-4. • Safeguarding children qualification. • First Aid qualification. 	<ul style="list-style-type: none"> • A degree or equivalent in youth work, sports development or other related discipline. • Teaching qualification e.g. PGCE, Cert Ed, and Qualified Teacher Status. • Multiple NGB coaching awards in a variety of sports/ activities.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent IT skills including working knowledge of Microsoft Office. • Excellent communication skills, both written and verbal, and able to communicate effectively with partners and people from all backgrounds. • Ability to work on own initiative and with minimal supervision. 	<ul style="list-style-type: none"> • Experience of sourcing appropriate grant/funding opportunities and preparation of funding application content.

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (continued)	<ul style="list-style-type: none"> • Knowledge of differentiation and the ability to adapt learning to engage all participants. • Excellent organisational skills. • Able to take instruction from others. • Able to adhere to the Company's policies and procedures. • Able to plan and implement interventions, assemblies, PSHE lessons and sports activities. • Knowledgeable on differentiation and able to adapt learning to engage all participants. 	<ul style="list-style-type: none"> • Knowledge of Premier League Kicks. • Knowledge of The Huddersfield Town Foundation.
Additional Requirements	<ul style="list-style-type: none"> • Focused on achievement, outcomes and the continuous improvement of programme delivery. • Committed to equality and diversity initiatives and anti-discriminatory practice. • Suitable to work with children and vulnerable adults. • Able to adapt delivery methods and style to suit the needs of each individual school. • Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees. 	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to fulfil the requirements of the role.

