



## **Job Description & Person Specification**

<b>Title:</b>	<b>Education Officer (Functional Skills)</b>
<b>Reports to:</b>	Education & Wellbeing Manager
<b>Based at:</b>	The Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ
<b>Job Purpose:</b>	<b>To support the development and delivery of the Trust's Education programmes. To support on the delivery of the Trust's Education and Health &amp; Wellbeing programmes.</b>
<b>Salary:</b>	Dependent on experience

### **Key Responsibilities:**

- Deliver Maths and English Functional Skills at E3 to L2 on site at Chesterfield FC Community Trust's Hub facility at the Proact Stadium, across a range of learner groups via traditional group learning (with learners of varying ability) and one-to-one sessions
- Devising and implementing individual lesson plans; designing resources and managing the process of learning to improve student experience
- Liaising with the Senior Education Officer to ensure up to date resources and schemes of work are being used
- Monitoring learning within sessions and ensuring learners complete the learning with appropriate support

### **Key Accountabilities:**

- Complete documentation to the required standard, ensuring paperwork is correct (including registers, lesson evaluations, learner reviews)
- Managing a caseload of learners to achieve designated qualifications within an agreed timescale
- Providing feedback to learners and working with internal quality assurance activities to make valid judgments regarding progression and achievement
- Marking and assessing work towards qualifications and ensure it meets required standards.

- Highlight any issues with progress of learning with the Senior Education Officer to ensure inclusion and achievement
- Participation in external quality assurance activities including audits, assessments and inspections.
- To complete any other tasks required to execute the duties of the role.
- Proactive approach to all matters relating to Health and Safety, Safeguarding and working environment, and adhering to all relevant policies and procedures

Person Specification	Description	Essential	Desirable
<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE A*-C in English and Maths</li> <li>• Educated to at least A level standard</li> <li>• Teaching Qualification (PLLTs or higher)</li> </ul>	*	* *
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>• Delivery of Functional Skills from Entry 3 to Level 2</li> <li>• Planning and delivering classroom sessions</li> <li>• Experience of working in the Lifelong Learning Sector</li> <li>• Working with adults</li> <li>• Working with NEET children</li> <li>• Working with people with Mental Health issues</li> </ul>	* *	* * * *
<b>3. Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Education Principles and Networks</li> <li>• Knowledge of Functional Skills qualifications requirements and framework</li> <li>• Knowledge of Traineeships programmes</li> </ul>	* *	*
<b>4. Technical Competencies</b>			
IT	<ul style="list-style-type: none"> <li>• Good general level of IT skills including Microsoft Office (Word, Excel and Powerpoint)</li> </ul>	*	
Communication	<ul style="list-style-type: none"> <li>• Ability to establish positive rapport and build student motivation levels</li> <li>• Ability to manage classrooms to create a positive learning environment</li> <li>• Strong interpersonal skills</li> </ul>	* * *	
Analysis and Problem Solving	<ul style="list-style-type: none"> <li>• Effective problem solving</li> <li>• Ability to manage difficult situations and learners where required</li> <li>• Good use of initiative</li> </ul>	* * *	

<b>5. Core Competencies</b>			
Planning & Project Management	<ul style="list-style-type: none"> <li>• Is able to evaluate successes and areas for development</li> <li>• Is able to work to deadlines and manage time effectively</li> </ul>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
Customer Services	<ul style="list-style-type: none"> <li>• An understanding of delivering highly customer facing services and solutions</li> <li>• A responsible and adaptable attitude</li> </ul>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
Leadership	<ul style="list-style-type: none"> <li>• Transmission of the Trust's vision</li> <li>• Motivates others</li> <li>• Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages</li> </ul>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	
<b>6. Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Be committed and passionate about teaching and learning</li> <li>• Hard working</li> <li>• Team Player</li> <li>• Ability to communicate at all levels</li> <li>• Good attention to detail</li> </ul>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	

### Equal Opportunities

Chesterfield FC / Chesterfield FC Community Trust is an equal opportunity employer