

Job Description

Post Title

Secondary Schools Education Programme Manager
(Fixed-term for two years in the first instance)

Department/Location

Education and Sport Team within the Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Senior Education Manager

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 the Huddersfield Town Foundation's 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's 'Premier League Inspires' programme.

Functional Links

Internal: Huddersfield Town Foundation Chief Operating Officer
Huddersfield Town Foundation team, including the Senior Leadership Team, project leads and other staff
Staff and managers throughout the Club and Foundation

External: Including, but not limited to:

Head Teachers, Teachers, and pupils
Community Hubs
Youth Work Organisations
Careers Agencies
Kirklees Council
Premier League Charitable Fund

Key Performance Indicators

- Participants develop their knowledge and skills.
- Participants improve attendance and or educational attainment.
- Participants progress in / into employment, education, and training.
- School sign-up numbers secured for each academic year.



The Club's Official Charity



The Club's Official Charity

General Responsibilities

The post holder will be required to:

- Work in partnership with schools, teachers, parents, children, and young people to build 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.
- 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 four 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 fulfilling their potential.
- Project manage and deliver the Premier League Inspires Challenge.
- 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 develop case studies that demonstrate the impact of the programme.
- Recruitment of new and retention of existing schools to the programme.
- Organise and deliver extracurricular activities and signpost to wider Huddersfield Town Foundation provision such as Premier League Kicks.
- Plan and deliver twinning / community cohesion projects between schools to work on youth-led social action projects.
- Identify ways to further develop the Huddersfield Town Foundation secondary education offer, and source funding to ensure the sustainability of the offer.
- Undertake any other duties as required by the Huddersfield Town Foundation Chief Executive Officer, the Senior Education Manager, and/or any other Senior Manager/Director.



The Club's Official Charity

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 duties and responsibilities.
- Communicate appropriately at all levels.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Foundation'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 2018 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.
- Respect others and behave in an inclusive and 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. is committed to safeguarding and promoting the welfare of children and young people and expects 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.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.



The Club's Official Charity

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

Equality, Diversity, and Inclusion:

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to always support and uphold this zero-tolerance approach.

Accepted by:

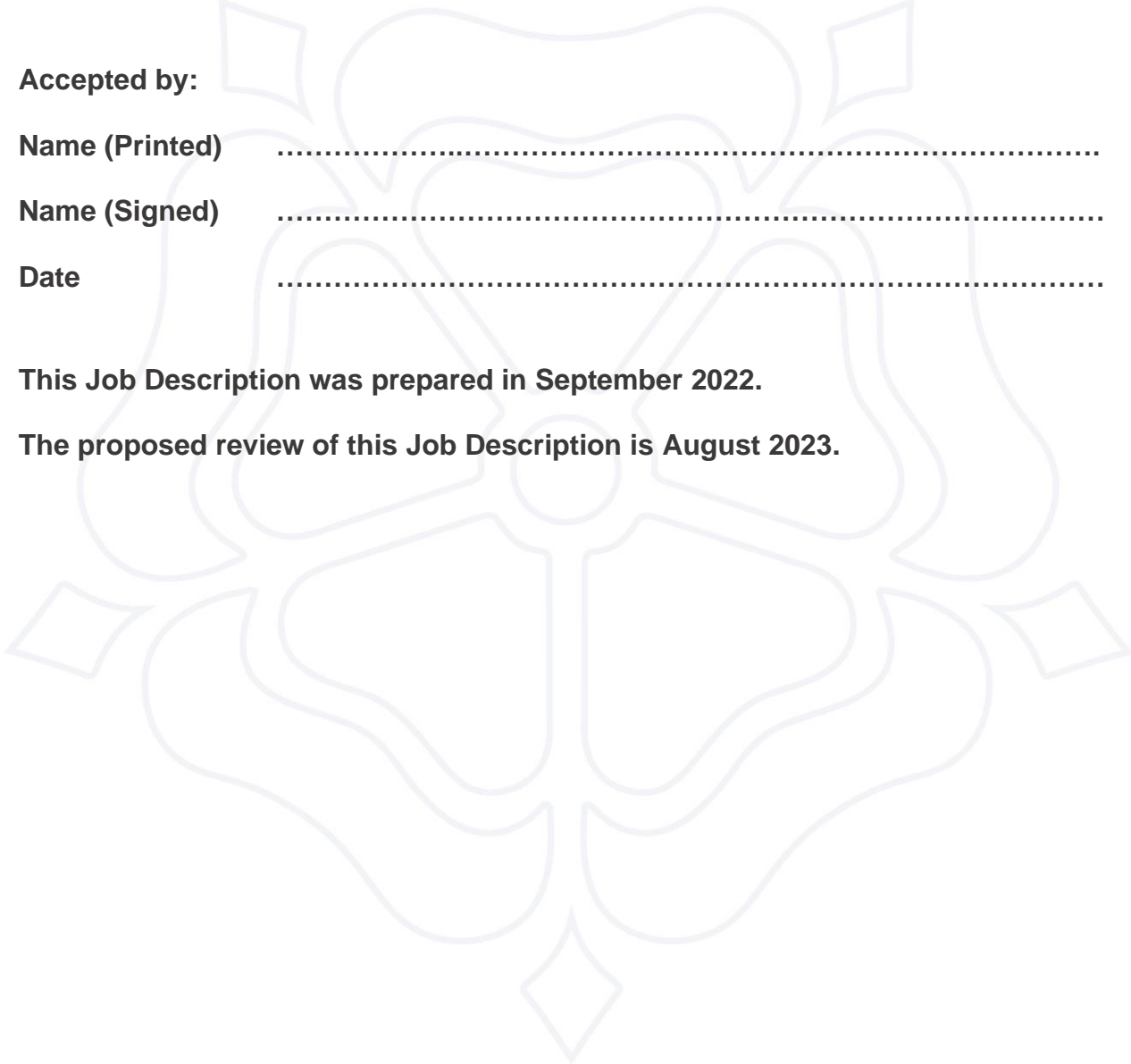
Name (Printed)

Name (Signed)

Date

This Job Description was prepared in September 2022.

The proposed review of this Job Description is August 2023.



Person Specification

Post Title

Secondary Schools Education Programme Manager
(Fixed-term for two years in the first instance)



The Club's Official Charity

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous recent experience of working in the education or charity sector. • 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. 	<ul style="list-style-type: none"> • Previous experience in a sporting environment. • Experience of working in the charitable sector. • Experience of line managing and developing staff.
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. • A Level 3 qualification e.g., A Levels or BTEC Extended Diploma. 	<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. • Safeguarding children qualification. • First Aid qualification.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of the education system and the national curriculum. • 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.



The Club's Official Charity

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 plan and implement interventions, assemblies, PSHE lessons and sports activities.	
Additional Requirements	<ul style="list-style-type: none">• Committed to equality and diversity initiatives and inclusive practice.• Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Enhanced Disclosure.• 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.