



<b>SECTION</b>	<b>HR</b>
<b>POLICY /PROCEDURE</b>	<b>Job Advert, Job Description &amp; Person Specification</b>
<b>DATE OF ISSUE</b>	<b>23/05/16</b>
<b>DATE OF REVIEW</b>	<b>N/A</b>

**Organisation:** Club Doncaster Community Sports & Education Foundation

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**Position:** Sports Lecturer

**Responsible to:** Deputy Principals, Principal & Foundation Chief Executive

**Responsible for:** Teaching Support / Coaching Team

**Starting Salary:** £21,000

**Contracted hours:** 37.5 hours per week

**Type of contract:** Rolling 1 year contract. Permanent after 3 years service.

**Location:** Keepmoat Stadium, Stadium Way, Doncaster, DN4 5JW

**Closing Date:** Friday 10<sup>th</sup> June – 17:00.

**Interviews:** Wednesday 22<sup>nd</sup> June. Alternative date available if required.

**Start Date:** By no later than 15<sup>th</sup> August 2016.

**General purpose of the post:**

To lead on all aspects of delivery and coordination of the full-time study programmes for learners aged 16-19, teaching specifically on the Active IQ Level 2 Diploma in Active Leisure and Active IQ L2 Diploma in Health & Fitness. This will include assessing work, mentoring learners and working with colleagues to ensure learners meet accredited outcomes whilst contributing to the continued development of Club Doncaster Community Sport and Education Foundation initiatives.

**How to apply:**

Please complete application form and send by post to;  
 Adi Turnpenny C/O Stephanie Ferraby, Keepmoat Stadium, Stadium Way, Doncaster, DN4 5JW  
 or by email to;  
 steph.ferraby@clubdoncasterfoundation.co.uk

**Important information**

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.



<b>Department:</b>	Education
<b>Job Title:</b>	Sports Lecturer
<b>Salary:</b>	£21,000
<b>Contract type:</b>	Rolling 1 year contract. Permanent after 3 years service.
<b>Hours:</b>	37.5 hours per week
<b>Responsible to:</b>	Deputy Principals, Principal, Foundation Chief Executive
<b>Location:</b>	Keepmoat Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Foundation office hours are Monday to Friday 9.00am – 5.30pm. With this post there is an expectation to work weekends & unsocial hours as part of an irregular working pattern.

**Purpose of the post:**

To lead on all aspects of delivery and coordination of the full-time study programmes, teaching specifically on the Active IQ Level 2 Diploma in Active Leisure and the Active IQ L2 Diploma in Health & Fitness. This will include assessing work, mentoring learners and working with colleagues to ensure learners meet accredited outcomes whilst contributing to the continued development of Club Doncaster Community Sport and Education Foundation initiatives.

**Key Duties and Responsibilities:**

- Recruit for, register and coordinate all aspects of the programme including IV/EV through to certification
- Provide mentoring support and guidance to learners, including those with additional educational needs and/or emotional behavioural difficulties
- Ensuring all lessons, including the planning, preparation and assessment of, are delivered to the standard required by funding partners, internal and external verifiers
- Ensure that appropriate challenging student targets are effectively set and monitored
- To develop course materials, schemes of work, lesson plans etc. and make these available through the shared information system
- Systematically improve the quality of learning activities, ensuring that they meet quality standards and result in improving student success rates
- Keep up-to-date with qualification frameworks, subject specifications, assessment procedures within your subject area
- Communicate with key stakeholders such as schools/colleges and parents to ensure the smooth delivery of the programme.
- Deliver and teach the Active IQ Level 2 Diploma in Active Leisure and the Active IQ L2 Diploma in Health & Fitness
- Provide regular feedback to learners through meetings, feedback sheets and reports
- Attend internal department meetings, parent meetings and marketing events and feed back to colleagues where required
- Attend training courses relevant to the role and maintain personal CPD
- Carry out administration relevant to the role including registers, reports and retention and achievement data
- Perform to a professional standard
- To work closely with partnership organisations, including funding agencies, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice
- To keep accurate records to enable full completion of all monitoring and evaluation requirements of funding agencies
- To encourage participants/students longer term engagement & participation in activities through identifying progression routes and linking with partner agencies
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to
- Active participation on continuing professional development and the appraisal process
- Promote the brand identity and increase Club Doncaster fan base through community delivery
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times
- To be aware and comply with the Health and Safety at Work Act
- To carry out responsibilities with due regard to Equal Opportunities
- To cover as and when required at other departments within the whole Foundation & Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by Chief Executive.



### **Staff competencies:**

#### **Putting our clients first**

- Demonstrates a thorough understanding of the services across the Foundation and how these relate to and are affected by the needs and objectives of Club Doncaster Foundation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

#### **Getting things done**

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

#### **Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Puts forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

#### **Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listens to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

#### **Managing Self /Relationships**

- Develops open and effective relationships with Foundation Chief Executive, Department Managers, Officers & other colleagues
- Aware of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Shares information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keeps difficulties in perspective and maintains performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster Foundation ensuring actions contribute towards achieving them

### **Important information**

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Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
<b>Experience</b>			
Experience of working within a further education, alternative curriculum or other organisation which delivers further education programmes	X		AF/I
Experience of teaching sport to young people	X		AF/I
Experience of planning, delivering and assessing education programmes	X		AF/I
Ability to use Microsoft IT packages to a high standard	X		AF/I
Excellent written and verbal communication skills	X		AF/I
Ability to plan own workload and prioritise	X		AF/I
Ability to self-motivate and work independently	X		AF/I
Experience of sports coaching to young people of all abilities and experience		X	AF/I
Knowledge surrounding issues affecting young people and the Doncaster Community		X	AF/I
<b>Qualifications and training</b>			
Degree level qualification	X		AF/CQ
Have a relevant teaching qualification (PTTLS/CTTLS/DTTLS)	X		AF/CQ
Hold an assessors qualification or be willing to work towards one	X		AF/CQ
Hold a gym instructor qualification or be willing to work towards one	X		AF/CQ
<b>Special skills and knowledge</b>			
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proven leadership skills, providing staff, volunteers and learners with clear direction to achieve defined standards	X		AF/I
Proficient in use of Microsoft Office systems eg Office, Excel, Access and PowerPoint or equivalent system	X		AF/I
<b>Personal qualities</b>			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I



<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently		X	I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

- \* AF = Application Form
- I Interview
- R Reference
- CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster Community Sports & Education Foundation is an equal opportunities employer.

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