



BTEC LEVEL 3 SPORTS TEACHER (PART TIME) JOB SPECIFICATION

To apply for the role please click [here](#).

WHO WE ARE

Bradford City FC Community Foundation was set up in 1988 by the PFA. Their initial aim at that time was to promote BCFC in the community by increasing the fan base and awareness of the Club. The Foundation now offers football and multi-sport coaching provision, holiday camps, penalty shoot outs, traineeships, NCS, football education courses, community projects, and in 2000, developed its own disability football club, satellite disability sessions and education provision, which covers over 150 participants on a regular basis. The Foundation also delivers a range of projects aimed at 'football-minded' people, with the aim of encouraging them to become more involved in coaching, participation, intergenerational activities and inclusion projects that target the whole Bradford district, through the themes of Sports Participation, Health, Education, Social Inclusion and Disability. The Community Foundation still works with schools, but over the years has extended its reach into the community working with groups and individuals of all ages, races, backgrounds, beliefs and abilities and is a well-liked organisation in the community.

BTEC LEVEL 3 SPORTS TEACHER

Contract Hours: 12

Location: Valley Parade Stadium, Bradford

Reporting To: Head of Education

Salary/Hourly Pay: £24,000 - £27,000 pro rata

Grade: E.1

ABOUT THE ROLE

- Deliver a first class education programme for the learners on the Community Foundation Education programme
- Provide strong leadership
- Potential to work remotely or from home on non teaching days
- Teaching hours to be 26 hours per week max
- Small class sizes (18 max)

CORE RESPONSIBILITIES

- To ensure the BTEC course is delivered in a timely and appropriate manner and to the best of your and your department's ability.
- To ensure all deadlines/ requirements/ conditions are met to ensure the smooth running of the education programme including LFE requirements and CPD for Education staff and are reported back to senior management.
- To adhere to all policies/ procedures that are in place within the Community Foundation. These are found in the Foundation handbook and on Google Drive.
- Report safeguarding concerns and incidents to the Head of Education in a timely manner.
- Ensure marking deadlines are met to ensure smooth running of programmes.
- To play a key role in the ongoing recruitment of learners to the programme and liaise with the Head of Education around this.
- To ensure regular contact with parent's/guardian's via parents evening's throughout the year - minimum of 2 expected (this will be to the discretion of the HOE)
- To Be flexible when needed, in terms of working hours, this may include:
 - Parents evening
 - Careers Fairs
 - Career advice
 - Results Days
- To use you and your department's best endeavours to ensure each learner obtains the best possible grades.

- To ensure each scholar achieves at least the national average.
- To hit target KPI's set by Head of Education and LFE for the learners to achieve higher than the national average (subject to review when scholars are signed up).
- To act in a professional manner and remember you are representing the Football Club and your behaviour should reflect that and this includes any activity on social media platforms.
- To deal with all incidents and queries around the students, using the policies set out by Bradford City FC Community Foundation.
- To ensure the mentoring of any PGCE student taken on by the Football and Education Programme, (if and when applicable).
- Lead on UCAS application process for year 13 students.
- Lead on NCFE qualification. (if applicable)
- Ensure the safe handling of laptops and upholding of the internet usage policy.
- To lead lessons/tutorials in line with the vision set out by the Head of Education.

All the above is at the discretion of the Director of Sport and Chief Executive Health and Safety.

It is a requirement of the post holder to:

- ✓ Observe and actively maintain our Health and Safety policy.
- ✓ Report any accidents to the venue and to the Community Manager in the appropriate manner.
- ✓ Provide adequate control of the health and safety risks arising from our work activities.
- ✓ Ensure safe handling and use of substances.
- ✓ Consult with the Community Foundation Manager on matters affecting your own and others' health and safety.
- ✓ Provide and maintain safe equipment.
- ✓ Keep up to date with information, instruction and supervision around health and safety.
- ✓ Ensure competency in tasks and training.
- ✓ Prevent accidents and cases of work-related ill health.
- ✓ Maintain safe and healthy working conditions.

Please note that this job description serves only as a guideline for your responsibilities and is not a definitive list. As with any small, developing organisation, staff roles can be subject to change to meet new priorities and therefore you may, on occasions, be required to take on other responsibilities as necessary.

PERSON SPECIFICATION

Essential:

- Qualified Teacher Status
- Experience of teaching a sport-related subject
- A track records of Good or Outstanding teaching
- High expectations of student's progress, outcomes and behaviour
- The ability to use ICT effectively to engage students
- Excellent communication skills
- The ability to differentiate materials to meet the needs of learners
- Effective behaviour management strategies
- An understanding of how to use assessment to inform planning for good teaching practice
- Commitment to the ethos of the Foundation
- Vision for the development of the curriculum area
- Confident in sensitively but assertively addressing under-performance
- Diplomatic, with the ability to develop and maintain effective relationships
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Ability to act quickly and sensitively under pressure, and to manage own and others' workloads appropriately
- A 'can do' positive approach: open and constructive, accepting of feedback and willing to learn
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities; a commitment to working with students from

diverse backgrounds

Desirable:

- Evidence of appropriate ongoing professional development
- Good knowledge of the course curriculum
- An understanding of academic data at school, local and national level, and the ability to use it to identify and rectify underperformance

Bradford City FC Community Foundation is committed to safeguarding all individuals involved with the organisation from harm. As part of this we have a commitment to safer recruitment, selection and vetting references in line with principles, legislation and guidance from our policy. All individuals who work for Bradford City FC Community Foundation must undergo an Enhanced Disclosure and Barring check.

TRAINING AND ASSESSMENT

If you are successfully shortlisted, you will be invited to a one to one interview and deliver a taught lesson. If you are subsequently offered a role, it is important to note that training is mandatory. Where possible, training will take place in the local area where you will be working. The final details of training will be shared with you if you successfully pass the assessment stage.

HOW TO APPLY

All applicants should complete this [application form](#) and send a cover letter to dave.stansfield@bcfccommunity.co.uk.

Please ensure you read the job description thoroughly and understand the requirements for the role before you apply. If you are shortlisted, you will be contacted. We are unable to provide feedback instantly.

If you would like to talk to someone in our team about the role, please email craig.farrand@bcfccommunity.co.uk or call on 07779139770.