



CAMBRIDGE UNITED COMMUNITY TRUST

Respect

Empowerment

Inspiration

Job Title: Head of Primary School Education

Location: Abbey Stadium, Newmarket Road, Cambridge, CB5 8LN

Salary: Commensurate with experience, please enquire upon application

Type of contract: Full-time, based on funding

Closing date: 9th November 2018

How to apply: Please send a CV (of no more than two pages) and covering letter (of no more than one page) to ben.szreter@cambridge-united.co.uk

Summary

Overall responsibility for Cambridge United Community Trust's Primary School Education and Sport programme. This involves responsibility for continuing the sustainable growth of the programme whilst ensuring high standards are continually met.

Areas of responsibility:

- To deliver high quality sport and cross-curricular programmes in primary schools across Cambridge.
- Responsibility for the development of existing Cambridge United Community Trust (CUCT) educational programmes and creation of other similar innovative projects combining core curriculum elements with active learning.
- To develop effective evaluation frameworks for the above programmes, clearly evidencing the impact of CUCT's work in local schools.
- To have oversight of the Primary School Sport programme, including the monitoring and evaluation of this work. This will involve the maintenance and development of relationships with external stakeholders, such as the Premier League and the FA.
- In line with the above, to develop and implement a comprehensive CPD programme tailored to the needs of the community coaches.
- To ensure that relevant Key Performance Indicators as defined by external funding bodies (including the Premier League Charitable Fund) are met.
- To ensure the effective delivery of targeted interventions within local schools, including programmes delivered as part of Premier League Primary Stars.
- Aligning the Primary School Education and Sport programme with the national curriculum and government policy.
- To be proactive in maintaining a working knowledge of best practice in education.
- To develop strategy for the sustainable growth of the Primary School Education and Sport Programme alongside the CEO of the Community Trust.
- To maintain and develop links with key local partners, including schools, school sport partnerships and local governing bodies to ensure Cambridge United contributes effectively to the development of Primary School Sport and Education in the region.



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- All safeguarding requirements within the Primary School Education programme.

*The management and timetabling of day-to-day sports delivery in schools will rest with the Senior Community Coach. The Head of Education will have joint responsibility with the Senior Community Coach for the recruitment of Community Coaches, liaising with the Community Sport Programme and liaising with schools.

Person specification:

Knowledge and experience:

Essential:

Experience of school sport and physical education in a primary school context.
Experience of managing a team.
Experience of safeguarding requirements when working with children.
Experience of managing relationships with primary schools and Headteachers.
Experience of delivery of sport and cross-curricular lessons in primary schools.

Desirable:

An understanding of the work of the Premier League Charitable Fund, EFL Trust and Sport England funded projects.
Experience in another Club Community Organisation.
Experience of financial management and controlling a budget.
Experience of project management in an educational context.
Knowledge of relevant government policy.

Skills:

Essential:

The ability to monitor, evaluate and assess project performance.
Excellent IT skills, including proficiency with the Microsoft Office suite of programmes.
Excellent written and oral communication skills.
The ability to lead, inspire and motivate staff.

Personal qualities:

Essential:

Enthusiasm and passion for the transformative potential of sport within an educational context.
A creative approach to programme development.
A positive attitude towards professional development and learning.
A proactive and organised approach towards all elements of the role.



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Qualifications:

Essential:

Educated to degree level (or with extensive experience in a similar role)
A full UK driving licence

Desirable:

Qualified Teacher Status strongly preferred.
NGB Coaching Qualification

Please note:

The person appointed to this role will have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of who may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

Cambridge United Community Trust and Cambridge United FC are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.

Equality and Diversity:

As we are a diverse organisation that respects differences in: race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. CUCT is opposed to any form of discrimination and commits itself to the redress of any inequality by taking positive action where appropriate.