



Job Description

Job title	Pastoral and Learning Mentor (Post-16 Education and Employability)	Department	Education and Employability
Position and reporting line	Senior Education Officer/Senior Employability Officer	Salary	Band 2 – (S.C.P. 5-8) £18,231 - £21,105
Type of Contract	Full Time, 37 hours per week – flexible with TOIL for evening and weekend work	Location	Blackpool FC Community Trust
Closing date	5pm Thursday 31 st January 2019	Interview date	Week commencing 4/2/19
How to apply	<p>Please forward a CV and a covering letter detailing how you meet the person specification to the attention of Selina Hayes, Head of Education, to:</p> <p>jobs@bfcct.co.uk</p> <p>or post it to:</p> <p>Blackpool FC Community Trust, F.A.O. Selina Hayes, Head of Education, Bloomfield Road Stadium, Seaside Way, Blackpool. FY1 6JJ.</p> <p>This job will be subject to satisfactory references and enhanced DBS procedures.</p>		
Purpose of role	<p>Blackpool FC Community Trust is the charitable arm of Blackpool FC, delivered as a separate organisation, in partnership, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.</p> <p>We are seeking an individual who is passionate about the pastoral care and learning of students to become part of the education and employability team to support students to reach their full potential. The ideal candidate will have:</p> <ul style="list-style-type: none"> • Experience of working with young people/adults aged 16-24 with a range of needs • Knowledge of the range of barriers to learning and employment that students face • The ability to encourage and inspire people to achieve their potential. • Excellent interpersonal skills, with the ability to relate to young people/adults effectively and professionally in all circumstances. • Sensitivity to complex situations. <p>Reporting to the Senior Education and Employability Officers the post holder will be appointed to support and mentor students on Blackpool FC Community Trust education and employment pathways by providing support to students enabling them to achieve the best they can academically, socially and emotionally. The post holder will therefore have a broad range of experience in working with young people and a very good understanding of current issues affecting them.</p>		

Key Tasks

- To work with the traineeship and education tutors to identify students in need of extra support
- To provide pastoral and academic support for students, where and when required, in liaison with traineeship and education tutors
- Deliver a tutor directed curriculum to pupils on a one to one or small group basis and to take responsibility for agreed learning/integration programmes and initiatives
- To develop plans of support and workshops that, for the majority of students, will develop resilience, life skills and the ability to work towards their educational targets and life goals
- To challenge and motivate students and promote and reinforce self-esteem.
- To assist with the induction of students to the education and employability programmes
- To liaise with the traineeship and education teams keeping them well informed about their students which you mentor/support
- To ensure your Line Manager is informed immediately of any concerns in relation to the student's you mentor/support
- To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to the student's you mentor/support
- To attend team meetings and those that are specifically in relation to the students that you mentor/support
- To maintain accurate records on named students which measure the impact of your intervention and provide help with any administration relevant to referrals to outside agencies
- To provide regular written reports on your work as a Pastoral and learning mentor
- To support the recruitment and enrolment of new students
- To liaise with parents/carers/key workers as necessary

Additional

- To comply with the Community Trust approach to Education and Employability
- Must keep up to date any new strategies and/or programmes support and mentoring.
- To perform other duties as reasonably assigned or under the authority of the senior management team.
- To work either first team home matches or evenings/weekends when required.
- Develop and maintain effective working relationships across whole delivery team
- Must undertake any necessary internal or external training in accordance with company procedure/policies.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way.

	<ul style="list-style-type: none"> • To at all times represent Blackpool FC Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism. • Must be available throughout the school year, and take annual leave during school holidays, unless for a valid reason.
Essential Criteria	<p>Qualifications</p> <ul style="list-style-type: none"> • Full driving license and the use of a vehicle • Safeguarding • First Aid • Five GCSEs at grade C or above • Relevant training for working with young people/adults <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of safeguarding and child protection • Knowledge of support methods to engage and develop students • Knowledge and understanding of issues affecting young people in education and employment • Knowledge of agencies that can provide further support for young people <p>Experience</p> <ul style="list-style-type: none"> • Designing and developing schemes of work to a high standard • Monitoring and evaluation of programmes • Proven track record of successfully working with young people/adults with various needs and who are hard to engage • Ability to plan and develop creative and imaginative support and learning strategies
Desirable Criteria	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in the Charitable sector • Previous experience working at a Football Club Community Trust / Foundation • Experience of working in an educational establishment • Experience in managing challenging behaviour <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of traineeship programmes • Knowledge of further and higher education programmes <p>Qualifications</p> <ul style="list-style-type: none"> • Degree in a relevant subject and/or education • FA level 2 coaching qualification • Youth work qualification • Teaching/teaching assistant qualification
Competencies	<ul style="list-style-type: none"> • Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust. • Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and ‘buy in’ for ideas.

	<ul style="list-style-type: none"> • Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust. • Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. • Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust. • Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.
	<p>Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.</p> <p>As Blackpool FC Community Trust is 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 within the organisation in order to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.</p> <p>You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.</p> <p>Should you be successful in your job application, we will gather further information from you.</p> <p>If you would like to know more about the data we collect and how we use the data please email selina.hayes@bcct.co.uk.</p>
<p>Employment benefits</p>	<ul style="list-style-type: none"> • Free match day ticket to Blackpool FC Home games • Membership to Perkbox • 28 day's annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment • Community Trust uniform • Use of work laptop • Fuel allowance for work related expenses. • Support with work related CPD opportunities.