

# Education Officer

## Job Description and Person Specification

### Position Details

<b>Position:</b> Education Officer	<b>Department:</b> Community Education, Employability Team	<b>Reporting to:</b> Community Education, Employability Manager
<b>Salary:</b> £23,000-29,000 <b>Grade:</b> 5	<b>Contract:</b> 1 year Permanent	<b>Hours per week:</b> 37.5hrs

**Overall Objective:** To recruit, plan, deliver and evaluate formal and informal education pathways within the local community to enhance educational options for MK Dons SET and MK Community.

Job Description	Person Specification
<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>● To manage and deliver the Foundation Degree programme for MK Dons SET and liaise with USW for course quality assurance and reporting.</li> <li>● To recruit students to the USW degree programme through open days, meetings with schools and other career fayre activities.</li> <li>● To deliver a high quality education programme to young people and adults in informal settings using platforms e.g NOCN and Princes Trust</li> <li>● Plan, deliver and assess both level 2 and level 3 education programmes effectively and accurately</li> <li>● Provide education including functional skills education for Employability Programmes across SET including BBO and Kickstart</li> <li>● Create and deliver a structured recruitment plan for ongoing recruitment for the programmes</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>● To undertake class teaching and all associated preparatory, assessment, recording and reporting work, in a subject specialism and/or other curriculum areas</li> <li>● To demonstrate skills in, and understanding of, a variety of teaching and learning strategies</li> <li>● To lead and/or substantially contribute to the planning and delivery of any necessary policy documents and schemes of work for those subjects</li> </ul>	<p><b><u>Essential</u></b></p> <p><b>The successful candidate will be required to complete an enhanced DBS check</b></p> <ul style="list-style-type: none"> <li>● Qualified teacher status/QTS</li> <li>● Experience of teaching in a community, mainstream or alternative education setting</li> <li>● Ability to manage behaviour effectively</li> <li>● Ability to motivate and build rapport with students</li> <li>● Experience of planning, delivering and assessing theoretical education courses</li> <li>● Knowledge and understanding of child protection and safeguarding</li> <li>● An ability to keep and maintain records</li> <li>● Good communication skills, both verbal and written</li> <li>● An ability to demonstrate good administrative skills</li> <li>● Ability to work to deadlines</li> <li>● Ability to set and work towards achieving targets</li> <li>● Ability to develop and implement high quality, varied and creative coaching</li> <li>● Good team worker and Self-motivated</li> <li>● Ability to coordinate workload</li> <li>● Ability to develop good working relationships with Staff and partners</li> <li>● Willingness to work evenings, weekends and training events when required</li> <li>● Own transport essential</li> </ul> <p><b><u>Desirable</u></b></p>

<ul style="list-style-type: none"> <li>● To impart knowledge skills and understanding to each pupil following planned schemes of work that deliver the Course Specification</li> <li>● To regularly review the methods of teaching and programmes of work</li> <li>● To actively and demonstrably support and promote literacy, numeracy, ICT, careers and Key Skills via their curriculum areas</li> <li>● To keep up to date with current thinking and development by attendance at appropriate courses, reading and other professional development and training</li> <li>● To identify opportunities within the community to extend MK Dons SET education offer and potential income generation linked to education</li> <li>● Responsibility for monitoring and evaluating practice.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of internal and standards verification processes</li> <li>● FA Level 1+ 2 Certificate in Football Coaching (or working towards)</li> <li>● FA Licensed coach</li> <li>● A recognised First Aid Qualification</li> <li>● Ability to work in a team environment</li> <li>● Experience with spreadsheets and databases</li> <li>● FA Youth Award Modules</li> <li>● Any other relevant NGB qualification or Sport or Leisure qualification</li> <li>● Experience in recruitment for education projects</li> <li>● Understanding of football and education programmes</li> <li>● Experience of project management or Events coordination</li> <li>● Experience of leading and managing staff</li> <li>● Experience of understanding and working towards a business plan</li> <li>● Able to deal with sensitive and challenging circumstances</li> <li>● A demonstrable record of implementing Equal Opportunity policies and activities</li> </ul>
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**Behavioural Indicators**

<b>Entry</b>	<b>Skilled</b>
<ul style="list-style-type: none"> <li>● Process management (Functional Skills)</li> <li>● Self - Development (Personal Attributes)</li> <li>● Planning and Prioritisation (Delivery at Pace)</li> <li>● Challenging the Status Quo (Delivering at Pace)</li> <li>● Drive for results (Delivery at Pace)</li> <li>● Impact and influence (People Skills)</li> <li>● Understanding the Organisation (Thinking)</li> <li>● Analytical Thinking (Thinking)</li> <li>● Entrepreneurship (Thinking)</li> <li>● Big Picture Thinking (Thinking)</li> <li>● Commercial Edge (Delivery at Pace)</li> </ul>	<ul style="list-style-type: none"> <li>● Leading Edge Thinking (Functional Skills)</li> <li>● Formal Communication (Functional skills)</li> <li>● Functional Skills (Functional Skills)</li> <li>● Confidence and Commitment (Personal Attributes)</li> <li>● Resilience (Personal Attributes)</li> <li>● Respect for others (Personal Attributes)</li> <li>● Integrity and trust (Personal Attributes)</li> <li>● Passion for Customers (Delivery at Pace)</li> <li>● Leading a Team (People Skills)</li> <li>● Leading Change (People Skills)</li> <li>● Developing Others (People Skills)</li> <li>● Skillful Conversations (People Skills)</li> </ul>