

# VACANCY APPLICATION PACK



## Alternative Education Deliverer

Burton Albion Community Trust's Mission Statement

***'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'***



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
  - Through a passion for Burton Albion and our local community
- **Be Engaging**
  - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
  - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School Sport**
- **Education & Employability**
- **Community Engagement**
- **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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## JOB DESCRIPTION

<b>Job Title:</b> Alternative Education Deliverer	<b>Salary:</b> £20,319 (pro rata dependent on hours)
<b>Contracted Hours:</b> 18 – 37.5	<b>Contract Type:</b> Fixed Term

Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.

If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.

### **Role Purpose:**

Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit a deliverer to support the work of the alternative education team. The team work with primary and secondary aged students. We offer sessions to support the nurture and enrichment of students who may be struggling for various reason in mainstream school. The aim of the sessions is to support the student to transition back into learning. We help them focus on their wellbeing, relationships and positive communication to aid them to be the best they can be.

We are after a fun, lively person who can bring experience of working with students with SEN needs, challenging behaviour, emotional and social needs. The role needs great energy and enthusiasm to work with small groups and sometimes on a 1:1 basis.

This position requires flexibility as the role may require occasional evening and weekend work.

### **Roles and Responsibilities:**

In partnership with our Alternative Education Co-ordinator you will:

- Deliver and monitor BACTs alternative education and intervention programmes
- Support the planning and development of new ideas for the programmes.
- Produce high quality resources to support the delivery
- Support the delivery of all Education and Employability programmes as needed
- Ensure the values of BACT are adhered to
- Complete all relevant administration required by external funders to ensure targets are met.
- Deal with any administration required for the day to day running of the programme in line with Health and Safety policies and procedures
- Act as Key worker to a number of children on the provision to help aid the tracking of their progress in line with baseline assessments.
- To contribute to keeping children and adults at risk safe by ensuring safeguarding concerns about a child or adult and risk are recognised and reported in line with policy and procedure and that the electronic MyConcern safeguarding system is kept up-to-date.



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### What working for Burton Albion Community Trust can offer you:

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts

### **General**

This 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 requested.

### **Equality Statement**

Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook

### **Safeguarding Statement**

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.



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Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

### **Commitment**

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear policies which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.

PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
Education / Qualifications	Essential	Desirable	
Good level of education in English and Maths GCSE level	x		A/C
Tutor or Teaching qualification		X	A/C
Early years or Teaching Assistant qualification		X	C
Experience	Essential	Desirable	
Work with students with SEN	X		A/I
Work with students displaying challenging behaviour.		X	A/I
Work in an education setting	X		A/I
Planning, delivering and monitoring education sessions	X		A/I
Knowledge and Understanding	Essential	Desirable	
Knowledge of ways to work in a innovative way		X	I
Understanding of the support system that can be put in place by	X		A/I



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schools to support students struggling with mainstream			
<b>Disposition &amp; Attributes</b>	<b>Essential</b>	<b>Desirable</b>	
High energy and enthusiasm to work with young people	X		I
Flexible approach and willingness to adapt on the spot	X		I
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		A
<b>Equality &amp; Inclusivity</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	x		I

## APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:  
[bactvacancies@burtonalbionct.org](mailto:bactvacancies@burtonalbionct.org)

Or via post to:  
 Vacancies  
 Burton Albion Community Trust  
 Pirelli Stadium  
 Princess Way  
 Burton on Trent  
 Staffs DE13 0AR

For further information regarding the role please email: [katie.johnson@burtonalbionct.org](mailto:katie.johnson@burtonalbionct.org)

**Closing date for applications: 29<sup>th</sup> October 2023**

**Interviews: W/C 6<sup>th</sup> or 13<sup>th</sup> November 2023**



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