

CANDIDATE PACK

TEACHING ASSISTANT



COMMUNITY PROGRAMME



UK year of service

IN PARTNERSHIP WITH **UWE**



WHO ARE WE?

Sheffield Wednesday FC Community Programme is the football club's charitable arm, established to support the development of cohesive community provision in the wider Sheffield area.



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OUR VALUES:

- **PASSIONATE** belief in the principles of our practice.
- **COMMITMENT** to provide quality provision and services.
- Overcoming challenges with strength and **RESILIENCE**.
- **LEARNING** is at the core of all of our delivery.
- Champion equality and recognise the value of **INTEGRATION**.





WHY WORK FOR US?

By joining the team at Sheffield Wednesday FC Community Programme, you can positively influence the lives of numerous participants throughout the region. Our pioneering initiatives span across four key areas: Participation, Youth/Integration, Health, and Education.

Staff Benefits

- SWFC Season Ticket
- SWFC club shop discount
- SWFCCP staff uniform
- Westfield Health cover
- Funded training opportunities
- 24 hour Professional Advice and Information support



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JOB OVERVIEW



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Teaching Assistant

REPORTING TO: Post-16 Coordinator

SALARY: National Living Wage

CONTRACT: Full Time 37 hours / Fixed Term - 9 months

The appointed person will be attentive and relatable to working with young people in a sports education setting. This person will be responsible for building and maintaining a positive relationship with learners, and assisting them in their SEND needs and supporting their progression routes.

This role is funded through the UK Year of Service in partnership with NCS and the EFL Trust. UK Year of Service placements offer paid work that pays back. By joining this programme, you'll become part of a member network across the country; all working to gain experience, develop skills and deliver a positive social impact. Find out more here [UK Year of Service | Paid work that pays back](#)

KEY RESPONSIBILITIES

- To assist in teaching on Sport study programmes (BTEC and NCFE) ranging from levels 1-3.
- To assist in the delivery of the football programme by supporting qualified coaches.
- To assist teachers in their role
- Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring. These should be to the standard of funders and Ofsted.
- To understand and implement support for the diverse needs of all learners.
- Helping to develop programmes of learning activities and adapting appropriate materials
- Helping with events, trips and activities.
- Helping children who need extra support to complete tasks
- Helping teachers to plan learning activities and complete records
- Supporting teachers in managing class behaviour
- Supervising group activities
- To contribute effectively to the team's collective responsibility for:
- Marketing activities
- Regular meetings
- Planning, designing and up-dating the programme and its materials and activities
- Delivering the programme
- Creating and maintaining course, student records and associated administration
- Recruitment and interviewing of students
- Monitoring student progress

JOB OVERVIEW (cont'd)



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Teaching Assistant

KEY RESPONSIBILITIES (cont'd)

- The evaluation of the programme
- Identifying personal and professional development needs
- Developing and maintaining links with employers
- To support Equality, Diversity & Inclusion practices and procedures in line with the SWFC EDI action plan
- To promote and adhere to safeguarding practices and policies, ensuring that any concerns are logged safely, securely and escalated through CPOMS system, when necessary
- To maintain and undertake your own CPD
- To always represent the organisation in a professional manner

GENERAL RESPONSIBILITIES

- To contribute to the offer of students high quality learning experience, in order to assist them in achieving their goal or qualification for which they are studying.
- Work positively and collaboratively with colleagues to ensure that students have the best opportunity to flourish and succeed
- Ensure that appropriate challenging student targets are effectively set and monitored
- To contribute to the organisational requirements.

OTHER DUTIES

- To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.
- To work with others to develop existing and new programmes.
- To undertake any other duties within reasonable requirements of the job role.

QUALIFICATIONS/TRAINING

- Level 3 or above qualification in Sport (Desirable)
- Valid Enhanced DBS (essential- can work to in the post)
- Valid Safeguarding training certificate (essential- can work to in the post)

JOB OVERVIEW (cont'd)



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SKILLS & EXPERIENCE

- Enjoy working with children
- Good organisational skills
- Demonstrate a high degree of flexibility and confidentiality
- Ability to communicate with people from all backgrounds
- Ability to work on own initiative
- Positive attitude and a strong focus on teamwork
- Flexibility and creativity
- Ability to build and maintain positive relationships with people
- Basic First Aid Training (can work towards in post) (essential)
- Experience of working in education (desirable)
- Awareness of Special Education Needs and/or Disabilities.

The chosen candidate will have a full induction that all our staff receive upon commencing work with us. The participant will be assigned to a line manager who will ensure the progression, wellbeing and enjoyment of the participant and provide full support for them and their mentors during the duration of employment.

UK Year of Service participants will receive 20% off the job training and support. This will include, but not be limited to;

- Needs analysis, looking at areas the individual will want to develop and improve
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector
- A club mentor/weekly mentoring sessions
- Reflection and action plan setting - Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Formal and informal training - e.g., coaching qualifications

JOB OVERVIEW (cont'd)



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SWFCCP is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sectors of the community.

SWFCCP is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such you may be subject to a satisfactory enhanced disclosure via the Disclosure and Barring Service and prior to taking up any role.

A shortlist of suitable applicants will be completed shortly after the closing date and successful candidates will be contacted about the interview process.

If you feel you have all the qualities and experience, please complete the Sheffield Wednesday Community Programme application form, alongside sending your CV to Rachel.Stewart@swfc.co.uk



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    @swfccp

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