



OXFORD UNITED
IN THE COMMUNITY

REGISTERED CHARITY NO.
1125173

PRIMARY SCHOOLS LEAD

Role Information Pack





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INTRODUCTION:

Oxford United in the Community is the Official Charity of Oxford United Football Club. We operate as a legally separate registered charity which is affiliated to and supported by the Club but which operates independently on a 'not for profit' basis.

We use the power of football and the Oxford United badge to inspire happier, healthier and better-connected communities across Oxfordshire.

Our team values are:

- O – OUTSTANDING** in our delivery
- U – UNITED** in our approach
- I – INCLUSIVE** in our work
- T – TRUSTWORTHY** in all of our connections
- C – COMMITTED** to ALL in our community

Our work covers four key pillars:



**PARTICIPATION,
EXPERIENCES &
OPPORTUNITIES**



**HEALTH &
WELLBEING**



**SOCIAL
INCLUSION**



**EDUCATION &
EMPLOYABILITY**

OUR PILLARS



PRIMARY SCHOOLS LEAD – JOB DESCRIPTION SUMMARY

Job Title	Primary Schools Lead
Location	Oxford United Training Centre, Horspath Road, Oxford with travel required to primary schools within Oxfordshire, particularly East Oxford and Banbury
Salary	£26,000-£28,000pa depending upon experience
Contract Status	Permanent FT
Reports To	Chief Operating Officer
Hours of Work	37.5 hrs per week during both term-time and school holidays with some evening and weekend work as required

ROLE DESCRIPTION AND PURPOSE:

Do you have a passion for education and using sport and physical activity to inspire children to realise and reach their full potential?

Oxford United in the Community are seeking a Primary Schools Lead to lead and manage our Premier League Primary Stars Programme, and other delivery in schools within Oxfordshire including assemblies, educational workshops, player visits and Extra-Curricular Activity.

The main focus of the role is to deliver the Premier League Primary Stars programme, including responsibility for delivering KPIs set by the Charity and Premier League Charitable Fund, and to liaise with schools, organise workshop delivery and events and deliver a successful programme in line with Premier League Charitable Fund expectations and grant terms and conditions.

The Primary Schools Lead will utilise Premier League Primary Stars resources to deliver a weekly programme of activities within partner schools to enhance teachers' knowledge, skills and confidence in the planning and teaching of Physical Education. The project aims to increase children's enjoyment of physical activity, develop their personal skills and increase their confidence in English and Maths by using sport as a means to engage.

The role will report to the Chief Operating Officer, and work closely alongside our other programme leads and key pillars to deliver increased impact for the Charity within Oxfordshire.



MAIN DUTIES AND RESPONSIBILITIES:

- Lead the planning and delivery of a range of educational events and activations within school settings including;
 - Supporting PE lessons – support primary school teachers by developing their skills, knowledge and confidence to plan and deliver PE lessons in line with the national curriculum.
 - Targeted Interventions – engage with pupils who have been identified as having a targeted need and require additional learning or support in either PSHE, English, match or football-focussed learning.
 - Girls-only extra-curricular football – to inspire and engage a new generation.
 - Projects for positive change – to engage children in positively impacting their local community.
 - Themed Workshops – focussed on PSHE, English, Maths and/or parent engagement.
 - Competitions – such as schools tournaments and/or sports days that inspire and engage pupils through sport and physical activity.
- Managing monitoring, evaluation and impact measurement of the Premier League Primary Stars programme, including developing effective case studies, collection of data, surveys and delivery of Premier League Charitable Fund KPI's.
- Be the main point of contact for all funder requirements for the Premier League Primary Stars programme, including bi-annual report writing and impact reporting.
- Proactively manage relationships with all partner schools, delivery of services, adhering to agreed Service Level Agreements and ensuring appropriate planning and delivery in line with Charity, funder and school expectations.
- Representing the Charity in relevant local and regional steering groups and with relevant local authorities for example local council, education establishments and other relevant partner organisations including Oxford United Football Club.
- Liaise with parents/carers, schools, teachers and other outside agencies as necessary to deliver our work in primary schools.
- Create half-termly syllabus and manage a team of coaches to deliver our extra-curricular activities – ensuring a range of experiences and focus for pupils across the year.
- Attend relevant funder training and development opportunities, including conferences and events.
- Working as an individual and as part of a team, adaptable to working with different primary schools.
- Excellent communication, written and verbal and in a range of settings.
- Work closely with the Designated Safeguarding Lead to ensure all programmes and sessions are run in accordance with the safeguarding requirements of the Charity and Club.
- Always promote a positive and professional image of the Club and Charity within schools.

REQUIRED SKILLS & EXPERIENCE:

Qualification/Skill/Experience	Essential	Desirable
UEFA C license (or Level 2 football coaching) and/or a UKCC Level 2 Coaching or equivalent and/or Qualified Teacher Status (QTC)	✓	
Completed or working towards the combined Level 3 Teaching Assistant and Level 4 Higher Level Teaching Assistant Qualifications specialising in Physical Education (L3TA & L4HLTA) and/or QTS or 1 st 4Sport Level 3 Certificate in Supporting the Delivery of PE and School Sport (if obtained pre Sept 2023)	✓	
FA Emergency First Aid or equivalent and at least FA Safeguarding Children Course (or higher qualification is safeguarding)	✓	
NGB Level 2 in another sport		✓
Youth Mental Health First Aid		✓
Experience delivering Premier League Primary Stars within another Club Charity		✓
Ability to drive and access to own vehicle	✓	

WHY APPLY?

This is a full-time permanent role working 37.5 hours per week. Your main base will be the Oxford United Training Ground.

Benefits include:

- 23 days holiday (plus 8 bank holidays) with flexible working hours and TOIL where required for additional weekend work.
- Additional day holiday for your birthday.
- 2 days paid volunteering for another charitable organisation.
- Oxford United kit provided
- Contributory pension scheme
- Death in service cover
- Match ticket for Oxford United Men's and Women's team home league matches

HOW TO APPLY:

Please submit your CV and a short covering letter describing how you think your skills and experience are relevant to this role to community@oufc.co.uk by Friday 26th September. We will be reviewing applications as they are received and may close the post early if we receive a high volume of suitable applicants to interview, so if you are interested in applying we encourage you to do so as soon as possible.

We aim to host initial interviews and shortlisting w/c 29th September with post to start as soon as possible after half-term, subject to the application process and required notice period for the successful applicant.

Please note that if you have not heard from us 21 days after submitting then unfortunately your application has not been successful on this occasion.

FURTHER INFORMATION:

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. Due to the nature of this role this will include right-to-work, proof of identity, enhanced Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the Charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The Charity's Policy on Data Protection is available on request.

Entry into employment with the Charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



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REGISTERED OFFICE:

OXFORD UNITED IN THE COMMUNITY
KASSAM STADIUM
GRENOBLE ROAD
OXFORD
OX4 4XP

COMPANY REGISTRATION NUMBER:

06621199 (ENGLAND AND WALES)

CHARITY REFERENCE NUMBER:

1125173

FURTHER INFORMATION:

WEBSITE: WWW.OUITC.ORG

GENERAL ENQUIRIES: COMMUNITY@OUFC.CO.UK

TELEPHONE: 01865 337 515

