



**Job Description**

**Job Title:** Community Trust Study Programme - Regional Officer (CTSP-RO)

**Responsible to:** CT Study Programme Manager  
**Responsible for:** A portfolio of learners and Community Trusts/Foundation

**Overall purpose of role:**

CTSP-ROs are allocated a portfolio of learners and Community Trusts/Foundation, which may change from time to time. The CTSP Regional Officer's role is to ensure each learner has a high quality, quality-assured Study Programme learning experience, which meets the contractual requirements of the funding agencies and the requirements of LFE, as directed by the CT Study Programme Manager.

The following information sets out the specific areas of responsibility to be covered by a CTSP-RO in carrying out these duties:

**Key Tasks and Responsibilities:**

**1) Curriculum Management**

- a) Ensure that an educational initial assessment of each learner is carried out and recorded for audit purposes.
- b) Ensure clear, impartial information, guidance and support is provided to learners to enable effective enrolment onto the CT Study Programme.
- c) Complete a final assessment of each learner's academic/vocational ability and place each learner on an appropriate education programme.
- d) Complete and return all funding agency/LFE requests for paperwork, including statistical evidence, to LFE Head Office within timescales as specified.
- e) Check that Induction is carried out in accordance with LFE Induction policy and procedure.
- f) Formally monitor learner progress, at the club on a termly basis, via individual learner progress review meetings.
- g) Monitor the education programme to ensure provision is meeting the needs of the learner, and strive for very good progress in meeting LFE quality assurance requirements.
- h) Ensure high levels of support are provided to learners and Community Trust/Foundation staff within your portfolio, via both informal visits to clubs and formal meetings.
- i) Ensure all learners are supported throughout the learner journey.

- j) Monitor learners' behaviours, attitudes, personal development and English and maths skills development.
- k) Monitor learners' career development and work experience (including the development of employability skills).
- l) Liaise with Community Trusts/Foundation to ensure learners experience a safe environment. This will include the monitoring of health & safety, equality of opportunity and safeguarding, ensuring the learners understand the importance of these and that the legal and contractual obligations of LFE are met.
- m) Ensure, as far as reasonably possible, learners are protected from abuse/neglect by promoting and implementing the requirements of the LFE Safeguarding Policy, Strategy and supporting guidance, and effectively deal with disclosures from learners by following LFE procedures.

## **2) Partnerships**

- a) At all times support, promote and help to maintain the LFE partnership with The EFL, The Professional Footballers Association (PFA), and the EFL Trust.
- b) Maintain a high level of integrity thereby promoting trust and confidence in all our partners.

## **3) Management Requirements**

- a) Contribute towards the development of the key stages of the learner journey and create policies and procedures where appropriate to influence a standard approach.
- b) Contribute towards/deliver the continued professional development programme to be provided to Community Trust/Foundation staff.
- c) Agree, in consultation with CT Study Programme Manager, the curriculum delivery model for each club in your portfolio of Community Trusts/Foundation.
- d) Manage and coordinate a caseload of learners and Community Trusts/Foundation and establish professional working relationships with learners and staff involved in delivery of the programme.
- e) Support and promote the Transition work undertaken by LFE.
- f) Support the Quality Manager in all aspects of monitoring and evaluating the work undertaken by LFE, for example, Quality Visits and/or lesson observations and provide support to delivery staff to address improvement actions highlighted.
- g) Support the quality improvement strategy and be committed to continuous improvements in the standard of **your** work, and the work undertaken by your portfolio of clubs. Ensure wherever possible that the quality of the learner welfare, success and experience is positive and improving and remains the focus of your activity.
- h) Help promote a culture of equality in all activities and within LFE.

#### **4) Other Requirements**

- a) Contribute as appropriate to the business planning process, operational & development plans, the quality improvement group, self-assessment report, quality improvement plan and other strategic and operational issues.
- b) Maintain a strong understanding of the expectations for 'Outstanding' provision within the Ofsted Education Inspection Framework.
- c) Attend LFE staff meetings at Head Office in Preston as required.
- d) Undertake other occasional duties or cross curriculum projects as reasonably requested.
- e) Support and promote the LFE commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas.
- f) Fully engage with the LFE appraisal process ensuring that training and development objectives and Job performance targets are identified and best endeavours are made to achieve these.

This role requires Enhanced Disclosure and Barring Service Checks and is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.