



## Head of Education (Part Time)

### Job Description

<b>Job Title</b>	<b>Head of Education (Part Time)</b>
<b>Department</b>	Academy (Education & Welfare)
<b>Reports To</b>	Academy Manager
<b>Direct Reports</b>	None
<b>Key Contacts</b>	Internal – Academy Players, Academy Manager, Lead Academy Coaching Staff, Head of Academy Recruitment, Academy Operations Manager External – FA & EFL Educational Representatives, School Headmasters / teachers, Parents of academy players, Marriott School.
<b>Budgetary Responsibilities</b>	None
<b>Location</b>	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire SG2 8NP/ Marriott School, Brittain Way, Stevenage SG2 8UT
<b>Hours</b>	8 hours per week
<b>Job Purpose</b>	To lead the tutoring of the qualifications, through having planned lessons, and to ensure these are engaging, creative and in line with our quality assurance process, inspire and ensure that every young person that goes through the coaching programme with us will have an opportunity to thrive and succeed. To mark and assess work of the learners and where necessary assist those who need extra support by delivering small group work. To support the participation, retention and progression of learners in their courses and to encourage learners to pursue further education, training or employment on finishing the course. To ensure any concerns or success stories are highlighted and managed
<b>Remuneration</b>	£5,000 per annum

Job Title	Head of Education
Post Holder	VACANT
Date of Issue	01/04/2017
Date of Review	02/10/2018

<b>Role Responsibilities &amp; Key Duties</b>	
<b>1</b>	To be a member of the Academy Management Team, perform functions within that role and feedback to department
<b>2</b>	Work with guidance from The Football League and Local Safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.
<b>3</b>	Provide written reports on the educational progress of young players if required.
<b>4</b>	To manage and support the Academy Manager in the release of any youth player if required
<b>5</b>	To attend training and demonstrate continued professional development in relation to the role of the Football Club Head of Education
<b>6</b>	To lead the tutoring of the qualifications, through having planned lessons, and to ensure these are engaging, creative and in line with our quality assurance process.
<b>7</b>	To mark and assess work of the learners and where necessary assist those who need extra support by delivering small group work.
<b>8</b>	To work as part of a bigger Academy Department Team and contribute to the development of the department, including lesson plans and development of work books.
<b>9</b>	To support the participation, retention and progression of learners in their courses and to encourage learners to pursue further education, training or employment on finishing the course.
<b>10</b>	To keep proper and accurate records and registers, ensuring effective monitoring and evaluation of learners' progression, and to support the writing of reports as required.
<b>11</b>	To attend and engage in all relevant staff meetings, and maintain effective communication with staff, learners and other relevant educational organisations.
<b>12</b>	To deliver inclusive and high-quality courses, materials and opportunities to all learners and to liaise with the Education and Quality Assurance Managers to ensure and address the quality of work offered, and actively seek to eliminate any indirect or direct discriminatory practice or behaviours.
<b>13</b>	To undertake training and CPD as necessary and relevant to the post.
<b>14</b>	To be familiar with Stevenage FC Code of Conduct and all operational, Health & Safety, Child Protection and Data Protection policies.
<b>15</b>	To answer and respond to emails in a timely manner.
<b>16</b>	To attend departmental and office meetings as required.

Job Title	Head of Education
Post Holder	VACANT
Date of Issue	01/04/2017
Date of Review	02/10/2018

### **Safeguarding Statement**

Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it 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”.

Relevant information and / or documents will be distributed as part of the recruitment process.

### **BAME Declaration**

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

### **E & D Statement –**

Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.

Further training on Anti-Discrimination and Inclusion is available to all.

Job Title	Head of Education
Post Holder	VACANT
Date of Issue	01/04/2017
Date of Review	02/10/2018



## Head of Coaching (Full Time)

### Person Specification

Qualifications		Essential	Desirable
1	Teaching Qualification (PGCE, MSc)	✓	
2	QTS/QTLS	✓	
3	Honours Degree within the Sports Industry		✓
4	Safeguarding & Child Protection	✓	
5	Assessor Award		✓
<b>Skills, Knowledge &amp; Experience</b>			
8	Extensive knowledge and experience of the role and the position	✓	
9	Knowledge and Experience of BTEC Delivery	✓	
10	Experience working with young professional players		✓
11	Understanding of the Elite Player Performance Plan (EPPP)		✓
13	IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook)	✓	
14	Excellent interpersonal and communication skills	✓	
<b>Attitude/Behaviours</b>			
17	Ability to work under pressure and to tight deadlines	✓	
18	A genuine team player	✓	
19	A reliable individual	✓	
<b>Personal Qualities</b>			
20	Displays a high level of discretion	✓	
21	Personable with an ability to build individual relationships	✓	
22	Hardworking and enthusiastic	✓	
23	Empathetic to young players	✓	
24	Ability to adapt to changing circumstances	✓	
25	Loyal and committed	✓	

Job Title	Head of Education
Post Holder	VACANT
Date of Issue	01/04/2017
Date of Review	02/10/2018