



### 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/ The Lamex Stadium
<b>Hours</b>	20 hours per week
<b>Job Purpose</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. To ensure any concerns or success stories are highlighted and managed throughout the academy. The role requires qualified teaching status and experience in teaching BTEC in sport for post 16 students.
<b>Remuneration</b>	Based on experience

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<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 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>7.</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>8.</b>	To attend and engage in all relevant staff meetings, and maintain effective communication with staff, learners and other relevant educational organisations.
<b>9.</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>10.</b>	To undertake training and CPD as necessary and relevant to the post.
<b>11.</b>	To be familiar with Stevenage FC Code of Conduct and all operational, Health & Safety, Child Protection and Data Protection policies.
<b>12.</b>	To answer and respond to emails in a timely manner.
<b>13.</b>	To attend departmental and office meetings as required.

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### **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.

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