



Head of Academy Education & LFE SEP Co-ordinator

Reporting to:

Academy Manager

Essential & Desirable qualifications/pre-requisites

Essential

- (BEd) degree, or bachelor of arts (BA), or bachelor of science (BSc) degree
- QTS or QTLS to meet category 2 requirements
- Up to date knowledge of Ofsted requirements and Apprenticeship reforms
- Current DBS certification

Desirable

- Familiar with Education Management System (League Football Education)
- Familiar with Performance Management Application (Premier League)
- Experience of the supervision of Apprenticeship in Sporting Excellence (or BTEC Level 3 Diploma in Sport)
- Relevant professional or supervisory management qualifications / Relevant supervisory experience
- Competent in the use of IT software such as Excel, Word, and PowerPoint/Keynote.
- Experience of working within a football scholarship programme for young people aged 16-18years (or equivalent)
- Experience of working within professional football specific to the Elite Player Performance Plan (EPPP)
- Experience of welfare provision around safeguarding young people

Key responsibilities

Main tasks

- To lead and develop the Academy's Education department in line with the Club's strategic objectives and the EPPP.
- To participate in the Senior Management Team which includes the Academy Manager, the Head of Academy Coaching, the Head of Education, and the Head of Academy Recruitment.
- Manage and develop the Education Department aligned to the Academy's Performance Plan (APP) and Education Plan.
- Regulation and management of the PMA (Performance Clock) for individual and group tasks relating to the educational aspects within the Professional Development Phase.
- Contribute to ongoing staff and player education in line with CPD activities.
- Participate and contribute to all Academy Management Team Meetings and being responsible for reporting educational attainment to the League Football Education department.
- Any further duties as required by the Senior Management Team within a multi-disciplinary approach.

Specific tasks

Lead the Educational provision for the Professional Development Phase. These tasks include:

- Oversee the management and supervision of the Full Time Training Model (FTTM) and Hybrid Training Model (HTM).
- Liaising and working alongside Local College(s) to implement the FTTM.
- Tracking, Monitoring & Reporting on the Educational Progression within the FTTM & HTM, utilising both school based and internal systems.
- To lead and monitor the progress in line with LFE (League Football Education) expectations of the SEP (Sporting Excellence Program) for scholars.
- To prepare scholars for the Sporting Excellence Program EPA (End Point Assessment)
- To ensure LFE's SEP assessment/delivery processes meets the needs of apprentices, football clubs, LFE and the awarding body.
- Plan and carry out regular reviews to maximise achievement rates of apprentices working towards their SEP Apprenticeship
- Attend meetings specific to the delivery of the SEP apprenticeship
- Ensure SEP progress reviews are completed and uploaded onto LFE's EMS by the deadline date agreed with the relevant LFE Regional Officer
- Support football club staff in the processes and documentation required for the programme
- Deliver against and create post apprenticeship strategies in line with identified exit routes for released players at Youth and Professional Development Phases.
- Work with local schools in creating agreements, identifying educational course work and monitoring progress on day-release programmes
- Work with players within the Youth & Professional Phases and create appropriate Individual Learning Plans to support their education.
- Create strategies and deliver intervention activities and flight paths to enable players to reach their maximum educational attainment levels.
- Create periodic Education Reviews for individual players and organise meetings with both players and parents to discuss educational attainment.
- Work closely with the League Football Education in understanding and supporting Induction processes, responding to reporting responsibilities, attending LFE meetings and understanding the LFE progression activities.
- Financial Management of the department, including budget planning and control for the functions of the Educational department and any CPD related activities.
- To create and coordinate an effective CPD programme for Educational Support staff relevant to both Individual & Department Action Plans.
- To work with the third-party suppliers to implement a Lifestyle Management Skills course relevant to young players.
- Implement internal Lifestyle Management support based on the needs of players throughout the Academy.
- Support the creation of, and implementation of an appropriate Welfare plan linked to the respective phases of development and training models.
- Liaise with, and support host families and establishments that provide accommodation and external provisions in housing scholars
- Oversee the transport policy in line with safe and best practices in supporting young people using transport for mobility activities.
- Any other specific tasks relevant to the "whole-club" where Education influences and shapes activities.

Person specification

- Demonstrates enthusiasm and is committed to achieving agreed objectives within an educational setting.

- Effective at preparing, planning and implementing workloads and schedules that are aligned with organisational objectives, and the ability to prioritise workloads.
- A dynamic, hardworking and enthusiastic individual that is able to relate to young people engaged in further education learning.
- Proactive decision maker with excellent communication skills that is able to effectively communicate across all departments within a multi-disciplinary approach.
- Takes responsibility for ensuring a high quality of work and maintaining standards in line with the responsiveness needed for educational outputs.
- Is receptive to feedback about own behaviour, strengths and areas for improvement that identifies improvement strategies to support learning.
- Displays a high level of confidentiality and is able to contribute to senior management activities and meetings in a professional manner.
- Accurate reporting and attention to detail in both written and verbal communication
- Flexibility and willingness to learn that supports the whole-club approach.
- Understands the importance about Health & Safety principles and practice and safeguarding in supporting young people through their educational pathway.

SALARY: COMPETITIVE + SEP Co-ordinator (Payable by the LFE)
Hours: 37-hour working week (including at least one evening per week)
Probationary Period: 6 months (as detailed in contract)
Contract: Permanent

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Application Process:

Process:

- i) All online via email by responding and sending to named contact (see below)

Abbie Stenton, Academy Secretary
 Email.: academy@barnsleyfc.co.uk

Requirements:

- ii) 1 x one-page cover letter & 1 x one-page CV (as one Pdf doc. and emailed to named contact – see above)
- iii) Please include **Reference.: HAE005** within your cover letter

Closing Date.: 30th January 2021

If a suitable candidate is found, we can appoint within this timeframe.

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Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Barnsley Football Club 2002 Ltd collects and processes personal data relating to job applicants.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under The General Data Protection Regulation (GDPR), which came into force on 25 May 2018.

What information do we collect?

Barnsley Football Club 2002 Ltd collects a range of information about you. This includes:

- (a) your name, address and contact details, including email address and telephone number;
- (b) details of your qualifications, skills, experience and employment history;
- (c) information about your current level of remuneration, including benefit entitlements;
- (d) whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- (e) information about your entitlement to work in the UK.

Barnsley Football Club 2002 Ltd may collect this information in a variety of ways, for example, data might be contained in:

- (i) application forms, CVs or resumes, obtained from your passport or other identity documents, or collected;
- (ii) through interviews or other forms of assessment;
- (iii) we may also collect personal data about you from third parties, such as references supplied by former employers;
- (iv) we will only seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email). Your personal data (data subject) will be entered into a data flow detailing the process and whom controls the data so that data is stored and controlled securely.

Why does Barnsley Football Club 2002 Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Barnsley Football Club 2002 Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a

job. Separately, Barnsley Football Club 2002 Ltd has a number of departments whereby further checks are needed that are specific to the Football Authorities such as the Football Association and English Football League i.e. Disclosure Barring Service (DBS) and Criminal Record Checks (CRC).

We may also need to process data from job applicants to respond to and defend against legal claims.

Barnsley Football Club 2002 Ltd may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

Barnsley Football Club 2002 Ltd process such information to carry out its obligations and exercise specific rights in relation to employment and employment law obligations. If your application is unsuccessful, Barnsley Football Club 2002 Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited, although you can request that the personal data be deleted following an unsuccessful application. We will ask for your consent before we retain your data for this purpose and you are free to withdraw your consent at any time, however, data will be deleted after a 12-month period.