



JOB DESCRIPTION			
Job title:	Academy Education Tutor	Contractual status:	Permanent
Hours of work:	Full time: 40 hours per week which will include evenings and weekends to support the education programme	Salary range:	Competitive
Location:	Barnfield Training Centre, Habergham Drive, Padiham, BB12 8UA / Turf Moor, Harry Potts Way, Burnley, BB10 4BX	Reporting to:	Head of Education

Job Summary:

Coordinate the planning, delivery and assessment of the Scholar’s Education programme within the Academy, including BTEC and the Sporting Excellence Professional (SEP) Apprenticeship.

Roles and Responsibilities:

- Lead on the planning, delivery, assessment and administration for the Scholar’s academic programme (BTEC Level 3 Sport Performance and Excellence).
- Support Professional Development Phase players to manage and complete their individual programme of study.
- Create and implement a scheme of work, assessment plan and appropriate monitoring mechanisms.
- Liaise closely with multi-disciplinary teams within the Academy to ensure a seamless approach to the academic support and progression of each player.
- Maintain accurate records and complete Quality Assurance processes in a timely fashion.
- Accurately track and report data on the academic progress of each individual, setting aspirational targets for academic and personal development.
- Support the Head of Education with the delivery of the U18 Core Programme (Apprenticeship).
- Support the delivery of the Hybrid Training Model education sessions.
- Support the Head of Education to deliver the holistic development strategy of the department and Academy.
- Contribute to regular 6-12 weekly player reviews of players that are involved in the education programmes.
- Attend weekly operational meetings and phase specific meetings as well as organising and attend any external meetings organised by the league.
- To understand and implement the Club’s Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Hold a commitment to equality and diversity in the workplace.
- Demonstrate the Burnley FC values at all times.
- Promote the club brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other departments as and when required to promote best practice.
- This job description is issued as a guideline to assist you in your duties and is not exhaustive. The evolving nature and changing demands of our business mean this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Level 5/C or above in Maths and English. Degree in a sport related field. Teaching qualification (e.g. PGCE). 	<ul style="list-style-type: none"> FA level 2 in Coaching Football. Assessors Award (e.g. A1 or similar). Qualified Teacher Status (QTS/QTLS) (or working towards).
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Previous experience of delivering a BTEC Sport Level 3 qualification (or similar). Excellent understanding of teaching, learning and assessment methods. Strong interpersonal and communication skills with the ability to quickly build trust and relationships. Excellent knowledge of safeguarding and welfare. 	<ul style="list-style-type: none"> Previous experience of working in a high-performance environment (preferably within a Football Academy). Prior experience of the Sporting Excellence Professional (SEP) Apprenticeship Programme or similar.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Flexible attitude towards working hours and available on weekends and evenings. Confidential towards sensitive information. Ability to inspire others. Shows initiative, has confidence in own ability with a positive attitude towards undertaking any aspect of the job role. Displays no prejudice when working with others. Strong organisational skills with the ability to multitask. Ability to work under pressure in a fast-paced environment. A proactive approach to work. Behave with a high level of professional respect at all times. Be willing to work cooperatively across departments. A friendly, positive 'can do' and courteous attitude. A commitment to the aims, vision, and values of Burnley FC. Good judgement and knowing when to seek advice or support. Enthusiasm, energy, and resilience. Flexible, helpful, and responsive. A passion for football and education. 	<ul style="list-style-type: none"> A positive attitude towards professional development and their own learning.