



JOB DESCRIPTION			
Job title:	Head of Education	Contractual status:	Permanent
Hours of work:	Full time: 40 hours per week, Monday – Friday including evenings & weekends where required	Salary range:	Competitive - depending on experience and qualifications
Location:	Barnfield Training Centre, Habergham Drive, Padiham, BB12 8UA	Reporting to:	Academy Manager

**Job Summary:**  
Based at the club’s academy, the Head of Education will lead and co-ordinate all Education provision across the phases with a specific focus on scholars and day release players.

**Job Description:**

- Roles and Responsibilities**
- Oversee the Scholars Apprenticeship Programme in conjunction with the Premier League and education provider.
  - Be the Core Programme coordinator (CPC) for the Academy (acting as a consultant to the Premier League).
  - To provide an Individual Education Plan for each scholar that meets each individual’s needs and organise the education timetable accordingly, in collaboration with the football programme.
  - Further enhance the full-time and hybrid training models in line with EPPP rules.
  - Contribute to a multi-disciplinary approach by liaising closely with other departments within the Academy.
  - Contribute to periodic reviews of the players involved in the Education programme and liaise closely with the league education support manager.
  - Manage the Education Officer and support tutors responsible for delivering the day release programme and supporting the scholars.
  - Manage and control the education contracts and budget in close liaison with the Academy Manager in line with annual budgets set for the department.
  - Be an active member of the Academy Management Team (AMT) and attend any internal departmental or phase meetings as well as external meetings organised by the League.
  - Alongside other Academy staff help organise the Lifeskills Programme for scholars and support the programme across the phases.
  - Together with the coaching department organise and support scholars on work experience loans to other clubs during their scholarship.
  - Ensure there is a robust exit strategy that is followed for all players that are released from the Academy with a specific focus on players at U16, end of scholarship and young professionals.
  - Continue to track destination data and support academy graduates after leaving the Academy as and when required.
  - Create good relationships with key organisations that can help with career opportunities for players. (e.g. PFA, Universities, USA Scholarships, Armed Forces, etc.)
  - Support the Player Care programme operated by the Academy and have a good understanding of current best practice within Safeguarding and Welfare.
  - Act as the Academy’s Equality and Diversity lead and ensure that policy is followed and implemented within the Academy.
  - Ensure that Equality and Diversity training is implemented and up to date within the Academy team.
  - Liaise with Burnley FC in the Community’s Head of Football to forge links with regards to local recruitment.



- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Demonstrate the Burnley FC values at all times.
- Promote the Burnley FC 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. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

## Preferred Qualifications, Skills and Experience

### Essential:

- Educated to QTS/QTLS status.
- Prior teaching experience either in secondary or further education.
- Prior experience as an A1 Assessor/Core Programme coordinator.
- Excellent understanding of education frameworks and models from GCSE, BTEC and A Levels.
- Experience of overseeing an Apprenticeship Programme or an academic department within the Sports Industry (preferably within Football).
- Experience of implementing or championing Equality and Diversity initiatives.
- Proficient IT Skills.
- Excellent interpersonal and communication skills with the ability to form strong relationships with players, parents, colleagues, and external stakeholders.
- Sound understanding of safeguarding and welfare requirements.
- Strong organisational skills, and able to multitask.
- Excellent presentation, and delivery skills.
- Ability to work under pressure in a fast-paced environment.
- Flexible attitude towards working hours and available on weekends and evenings.
- Self-motivated.
- Strong team-working skills.
- A friendly, positive 'can do' and courteous attitude.

### Desirable:

- Prior experience of working in a professional football academy.
- Prior experience of managing work experience (loans) programmes in football.
- Prior experience of managing staff and working within a budget.
- Relevant football qualifications and experience, i.e. UEFA A or B Coaching Licence, Talent ID Qualifications, Recruitment and Football Operations experience would be an advantage to possibly add value in this role.
- An understanding of local recruitment.



PERSON SPECIFICATION – HEAD OF EDUCATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Educated to QTS/QTLS status.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant football qualifications and experience, i.e. UEFA A or B Coaching Licence, Talent ID Qualifications, Recruitment and Football Operations experience would be an advantage to possibly add value in this role.</li> </ul>
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> <li>Prior teaching experience either in secondary or further education.</li> <li>Prior experience as an A1 Assessor/Core Programme coordinator.</li> <li>Excellent understanding of education frameworks and models from GCSE, BTEC and A Levels.</li> <li>Experience of overseeing an Apprenticeship Programme or an academic department within the Sports Industry (preferably within Football).</li> <li>Experience of implementing or championing Equality and Diversity initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience of working in a professional football academy.</li> <li>Prior experience of managing work experience (loans) programmes in football.</li> <li>Prior experience of managing staff and working within a budget.</li> <li>An understanding of local recruitment.</li> <li>Proficient IT Skills.</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills with the ability to form strong relationships with players, parents, colleagues, and external stakeholders.</li> <li>Sound understanding of safeguarding and welfare requirements.</li> <li>Strong organisational skills, and able to multitask.</li> <li>Excellent presentation, and delivery skills.</li> <li>Ability to work under pressure in a fast-paced environment.</li> <li>Flexible attitude towards working hours and available on weekends and evenings.</li> <li>Strong team-working skills.</li> <li>Shows initiative, has confidence in own ability with a positive attitude towards undertaking any aspect of the job role.</li> <li>Displays no prejudice when working with others.</li> <li>Self-motivated, with expectation of self and others.</li> <li>A commitment to the aims, vision, and values of Burnley FC.</li> <li>Good judgement and knowing when to seek advice or support.</li> <li>Enthusiasm, energy, and resilience.</li> <li>Ability to maintain confidentiality.</li> <li>A friendly, positive 'can do' and courteous attitude.</li> <li>Willingness to take a DBS check.</li> </ul>	<ul style="list-style-type: none"> <li>A positive attitude towards professional development and their own learning.</li> </ul>