

JOB DESCRIPTION

Job Title: Chief Education Officer

Location Home-based (travel to Head Office and other locations as required)

Responsible to: Chief Executive Officer

Responsible for: LFE Educational Curriculum, National Curriculum Managers, CTSP Manager and Internal Verifiers and Internal Quality Assurers

Overall purpose of role:

As a member of the Senior Leadership Team (SLT) you will lead and manage the whole curriculum and learning programmes for LFE's two niche programmes. You will drive the strategic curriculum direction and take overall responsibility for a well-planned curriculum and the delivery of outstanding provision by ensuring a high-quality learning experience for all.

Lead on the curriculum design, delivery and monitoring of the Apprenticeship and Study Programme. Be responsible for the National Curriculum Managers and the Study Programme Manager and their respective teams.

Lead on LFE's Teaching, Learning and Assessment strategy, including contributing to the high-quality teaching, learning and assessment across both programmes and all additional qualifications offered by LFE. Also, act as the LFE Nominee at Ofsted inspections and work with the SLT and other colleagues to ensure that the organisation is prepared for Ofsted inspections.

Key Tasks and Responsibilities:

Curriculum & qualification management

- Act as the Head of Centre/main contact for awarding bodies and annually review the Sporting Excellence Professional (SEP) Apprenticeship programme and the Community Trust Study Programme (CTSP) ensuring that the education offer meets the needs of all stakeholders.
- Monitor and measure the outcome and quality of the (SEP) and (CTSP) programmes from an awarding body perspective i.e. Sporting Excellence Professional Apprenticeship Standard, Vocational and Academic Qualifications, Functional Skills and the UEFA 'C' coaching qualification.
- If required, re-design the (SEP) and (CTSP) curriculum offer within the parameters of government /awarding body and the funding available.
- Ensure the requirements of the awarding organisations for all qualifications are met.
- Take a management role in ensuring the curriculum develops all learners' knowledge, skills, and behaviours necessary for progression to employment or further study.
- Maintain subject qualification currency by actively seeking information regarding updates or changes. Lead and manage staff development in accordance with qualification updates.

- Monitor the effectiveness of approaches taken in the delivery of all programmes to meet LFE's TL&A strategy.
- Manage the performance of all aspects of the education programmes, to include the quality of learners' work and quality of assessment and feedback given by tutors & assessors.
- Actively promote and oversee CPD and training for all staff and stakeholders as appropriate.
- Manage and promote robust and effective internal quality processes in line with LFE quality standards.
- Oversee the consistent application of the LFE assessment and marking procedures across all programmes.
- Support the Quality team in ensuring rigorous quality assurance through the application of the Quality Assurance Framework, including supporting quality visits, the preparation of the self-assessment report and quality improvement plans.
- Promote a learning culture, including through the sharing of best practice at CPD events.
- Contribute to, and oversee the design and production of teaching, learning and assessment materials, detailed schemes of work and the design of effective formative and summative assessment materials, as required.
- Ensure effective internal communication across all stakeholders.
- In consultation with the Transition team, identify and promote clear curriculum pathways for access and progression through our curriculum offerings.
- Ensure impartial clear information, advice and guidance is provided to apprentices/learners and their parents to enable effective enrolment onto the (SEP) and (CTSP) programme.
- Monitor assessment, internal quality assurance and have oversight of the preparation and administration of EPA.
- Ensure LFE is always well prepared for Ofsted inspection and be proactive in responding to new requirements.
- Support the quality improvement strategy and be committed to continuous improvement.

Partnerships

- Support and promote LFE's partnership with The English Football League (EFL) and The Professional Footballers Association (PFA).
- Ensure strong partnership working with key organisations, including Government agencies and education sector relevant bodies i.e. IFATE, Ofqual and awarding bodies.
- Maintain a high level of integrity, thereby promoting trust and confidence in all our partners.

Management requirements

- Implement relevant LFE policies, oversee their application and analyse performance.
- Rigorously monitor learner and apprentice progress through close liaison with LFE colleagues to ensure prompt and effective interventions.

- Be responsible for the National Curriculum Apprenticeship Manager, National BTEC and Vocational Manager, Functional Skills, English and Maths Manager, Community Trust Study Programme Manager including performance appraisal, setting and monitoring performance objectives and targets, identification and arranging of training and development needs.
- Be indirectly responsible for SEP Coordinators, IVs, IQAs.
- Work closely with all relevant colleagues to facilitate high-quality delivery in all programmes.

Other Requirements

- Contribute to the business planning process the QIG, SAR, QIP and other strategic and operational issues.
- Other occasional duties, projects or working groups as reasonably requested.
- Support and promote the LFE commitment to Safeguarding, Equality & Diversity and Health & Safety. Comply with and support LFE policies and procedures and undergo all relevant training in these key areas.
- This role requires Enhanced Disclosure and Barring Service Checks and 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.
- Engage with the appraisal process ensuring that job performance targets, together with training and development objectives, are identified and best endeavours are made to achieve them.

Date Revised: February 2023

