

Job Title:	Head of Education
Reports to:	Academy Manager
Purpose of the Role:	To lead the Education department, ensuring the Academy Player's (U9-U23) educational and personal requirements are met to the highest possible standard, enabling the Academy to deliver well-rounded young people into both the 1 st Team at Ipswich Town & the professional game whom have choices post football.

Accountabilities/Responsibilities	Skills & Experience
<p><u>To manage and coordinate the education programme 16-18 years i.e. The Sporting Excellence Professional Apprenticeship Programme. (SEPCo)* and the delivery of the BTEC Qualification</u></p> <ul style="list-style-type: none"> • Liaise with the education fund providers in order to organise and oversee the scholarship programme • Conduct Initial Assessments and inductions for each new intake. • Identify any special individual needs following such results e.g. numeracy or literature support (functional skills) • Plan and co-ordinate the academic calendar for compatibility with football commitments and first team programme • Develop a Core Curriculum Programme for the holistic apprenticeship education programme to cover all aspects of the SEP, BTEC and link to the football program. • Attend LFE standardisation meetings as required • Ensure transport/lunch arrangements are in place re college days <p><u>To manage the schoolboy program and schools of players aged 9-16.</u></p> <ul style="list-style-type: none"> • To liaise with teachers and parents of academy players on matters of education. • Organise and maintain appropriate educational records, tracking data and correspondence for academy players • Visit/make contact with the schools of academy players, specifically those deemed to be underachieving in educational terms. 	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Experience working within a leadership role • QTS (specialising in sport) to BTEC, A Level or higher standard • Experience in teaching 16+ learners • Be an honest, clear communicator with confidentiality at all times • Be able to work as part of a team, but also lead on own initiative • Able to plan, execute and review delivery • Be flexible to the dynamic nature of the Academy and football demands • Understand the requirements to play professional football, at all levels. • Ability to form a positive, trusting and supportive relationship with staff & elite young players • Ability to put the needs of young players and the Football Club ahead of all else • IT literate, across all required platforms (outlook, word, excel, required software platforms) <p>DESIRABLE</p> <ul style="list-style-type: none"> • Previous experience of the Elite Player Performance Plan (EPPP) • Working within a Leadership role in a similar elite level environment • Previous experience of working with and developing elite players

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<ul style="list-style-type: none"> • Contribute to and monitor the production of educational written reports in line with the football PMA reports, three times per year. • Attend player/parent/coach consultation evenings for the FP and YDP age groups. • To support staff in the release process of schoolboy players and liaise with the schools on these matters. • To manage the day release provision for educational study when this restarts and to liaise with tutors for player support during these sessions. • To effectively develop the provision for day release education within the training ground and maintain high standards of resources and provision for learning. <p><u>SEP Coordinator -To coordinate the planning and delivery for the SEP Apprenticeship Standard</u></p> <p>On Programme:</p> <ul style="list-style-type: none"> • In line with published SEP learning content and evidence requirements, implement the SEP curriculum delivery model and SOW to deliver the programme. • Undertake SEP start point competence-based assessment to inform the development of the knowledge, skills and behaviours (KSBs). • Deliver learning that focuses on developing SEP KSBs and the development of English and maths in accordance with the SEP curriculum delivery model within a supportive environment. • Oversee the completion of BKSB online maths materials. • Undertake regular formative assessment of apprentices to ensure new KSBs are being developed and learners are making timely progress towards the 'gateway'. • Support football club staff in the processes and documentation required for the programme and liaise with club staff to obtain evidence required for EPA. 	

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<ul style="list-style-type: none"> • Help prepare apprentices for EPA, including building their portfolio and undertaking mock tests, practical observations and interviews. <p>Gateway:</p> <ul style="list-style-type: none"> • Participate in decisions with club and LFE IQA staff on apprentices passing through the gateway and undertaking EPA. • If required, upload apprentice evidence onto the external awarding bodies EPA IT system. • If required, in consultation with LFE, appoint external staff to invigilate the multiple-choice online knowledge test. • Carry out assessment duties until EPA has taken place and apprentices have successfully completed their EPA. • Manage any additional learning required for apprentice EPA retakes. • Ensure apprentices' safety and well-being during the assessment process. <p>Training and Development:</p> <ul style="list-style-type: none"> • Attend all LFE SEP CPD training events and the SEP Coordinators annual conference. • Attend LFE SEP Coordinators standardisation meetings. <p>Quality:</p> <ul style="list-style-type: none"> • Contribute to LFE's internal quality assurance process. • Ensure SEP progress reviews are completed and uploaded onto LFE's EMS by the deadline date agreed with the relevant LFE Regional Officer. • Be available for LFE observations, as requested by LFE <p><u>Reporting/Communication:</u></p> <ul style="list-style-type: none"> • Regular meetings with Academy Manager to communicate around all aspects of the Academy. 	

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<ul style="list-style-type: none"> Establish and maintain an agreed methodology of communication with Academy staff each week to ensure a collaborative, multi-disciplinary approach. Attend weekly Academy multidisciplinary meetings Attend monthly AMT meetings as part of the Management Team Formal reporting to take place to highlight Academy performance and reporting back on agreed KPIs. 					
Based at:	Based at Playford Road Training Ground.	Working with:	All Academy Staff, Players & Parents. External Stakeholders at all levels.	Salary Band:	£30,000 p/a