

JOB TITLE:	Academy Head of Boarding
DEPARTMENT:	Academy
REPORTS TO:	Academy Operations Manager
LOCATION:	Lindum View Boarding House plus operational venues subject to the demands of the role
HOURS:	As required to complete the demands of the role
DATE:	

Job purpose

The successful candidate will be tasked with overseeing and management of all aspects of the boarding house including pastoral care to the clubs' apprentice footballers.

Key Responsibilities

- The post-holder(s) will support the management of the operation of the Scholar Boarding House and will play an active role in supporting each Scholar's pastoral care and academic requirements including but not limited to;
- Dynamic, forward-thinking, and outward-looking support of the Boarding House.
- Supporting the development of Boarding which supports the philosophy, aims and policies of the Club, and promotes a high level of achievement in all areas of the Scholar's life.
- Verbal communication skills to ensure that parents/guardians are well informed about the Club's Boarding policies and all aspects of the care and welfare of the Scholars.
- Supporting the routine for the Scholars at the Boarding House to include morning/evening/meal and study-times.
- Management of the cleaning and maintenance within the Boarding House.
- Planning and creation of weekend menu (in consultation with Sports Scientist) considering individual dietary requirements within agreed budget.
- Purchasing, preparation and cooking of meals ensuring the quality and portion sizes for a professional athlete.
- Ensure the highest standards of hygiene during preparation and cooking of meals in line with the food standards agency recommendations.
- Ensure the Club's compliance with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Academy Safeguarding Lead (LMS & LCFC) in preparation for any ISI, EFL, United Learning, PGAAC or external inspections.
- Be familiar with, and develop further, a working knowledge of relevant legislation including the Children's Act, Child Protection Act, Human Rights Act, Health & Safety at Work Act and the legal rights of children/young people.

- Ensuring a visible and active presence in the Boarding House in order to develop an appropriate professional and supportive relationship with all Scholars.
- Keep the Academy Safeguarding Lead and other appropriate Academy Staff informed of pastoral issues relating to any player in the Boarding House and manage these in conjunction with the Academy Safeguarding Lead.
- Inform and consult with the Academy Safeguarding Lead/Academy Manager of serious player breaches of discipline or good conduct and maintain a record of any significant incident, including potential disciplinary outcomes.
- Ensure that medical matters are dealt with appropriately in line with Lincoln City SOP Protocol and Practices, liaising with the Academy Head of Sports Science & Medicine, Club Doctor and the Scholar's parents/guardians as appropriate.
- Ensure that all appropriate registration/attendance/absence records are kept for all Scholars including clear whereabouts of Scholars during weekends.
- Liaise with the Academy Operations Manager/ Health & Safety officer to carry out risk assessments in order to ensure that all matters related to the safety, welfare and security of the Scholars are fully met.
- Liaise with the LMS Estates Team and Site Supervisor in all matters relating to the maintenance of the Boarding House.
- Attend relevant Lincoln City FC and Lincoln Minster School meetings as required.

General responsibilities

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Health and Safety Policy, Code of Conduct Policy, Safeguarding Policy, Equality and Diversity Policy, Financial Regulation Policy and social media Policy;
- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations.
- Act always with utmost good faith to the Club, Foundation and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;
- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice;
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job;
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements;
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;
- To cover as and when required at other departments within Lincoln City Football Club & Foundation;
- To recognise commercial opportunities across all products within Lincoln City Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

Safeguarding

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

- Academy Manager
- Head of Operations (Football)
- Academy Operations Manager

Scope of job

- To deliver an outstanding level of holistic and pastoral support to the club's apprentice footballers residing at Lindum View boarding house. This will be done through a high level of emotional intelligence, understanding of process and empathy to the challenges and demands faced by the club's young players.

Person specification

Job Title: Academy Head of Boarding

KNOWLEDGE

The level and breadth of knowledge to do the job, eg. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Knowledge and understanding of relevant boarding authorities' rules and regulations.
- Understanding of safeguarding principles and process in education and sport environments.

Desirable

- Knowledge and understanding of Barnardo's and their relevant audit requirements.

TECHNICAL/WORK-BASED SKILLS

Skills specific to the job, eg. computer competency, typing skills, coaching skills etc

Essential

- Able to communicate clearly and effectively (written and verbal) across staff team.
- Relevant food safety & hygiene certification.

Desirable

- MIDAS D1 driving license.

GENERAL SKILLS AND ATRIBUTES

More general characteristics, eg. flexibility, communication skills, team working etc

Essential

- High level of personal and professional integrity.

- Familiarity with target setting as a tool to enhance personal development.
- Outstanding levels of organisation and self-management.

Desirable

- Understanding of psychological development in elite sport.
- Understanding of mentoring and

EXPERIENCE

Proven record of experience in a particular field, profession or specialism

Essential

- Experience of planning and delivering extra-curricular activities.
- Prior experience of managing conflict and/or resolving difficult issues.

Desirable

- Prior experience of working in a boarding environment preferred.
- Prior experience of working with 16–18-year-olds.

QUALIFICATIONS

The level of educational, professional and/or occupational training required

Essential

- Evidence of commitment to personal and professional development.
- Mental health awareness accreditation.

Desirable

- QTS.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.