



Job Advert

| | |
|------------------------------|---|
| Job title: | Education Manager |
| Employer: | Reading Football Club |
| Location: | Bearwood Training Ground RG41 5DB, Forest School RG41 5NE, Select Car Leasing Stadium |
| Contract: | Permanent |
| Salary & Benefits | £ 40,000.00 per annum <ul style="list-style-type: none">• Paid day off to celebrate your birthday• Employee Assistance Programme with free access to help, advice, and support• Complementary home match ticket• 25% off full priced Reading FC merchandise• Auto-enrolment into the Club's pension scheme (depending on eligibility)• Group Life Assurance benefit (death in service cover) |
| Hours of work: | 37½ hrs per week (<i>core hours 8.30 -17.00 Monday-Friday with a 1hr unpaid break each day</i>) |
| Department: | Academy |
| Reporting to: | Head of Education |

Equality, Diversity and Inclusion Statement

Reading Football Club are committed to ensuring equal opportunities are given to all and welcomes applications from all areas of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships

Safeguarding Statement

Reading Football Club recognises that the safety and protection of children and young people engaged in club activities must take priority over all other considerations. Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group. Engagement will be subject to sight of a satisfactory DBS disclosure and stringent background and reference checks.

Job purpose

To be responsible for overseeing the completion of all Academy players education requirements
To take the lead on delivering on the apprenticeship, BTEC U18 programme

Accountabilities

- 🏆 To work with the teaching staff to produce all schemes of work and lesson plans for any academic programme you are associated with.
- 🏆 To support and deliver on the clubs BTEC and SEP Apprenticeship programme taking the lead for the BTEC and supporting staff for the SEP
- 🏆 To take the lead of the clubs hybrid programme supported by the Head of Education
- 🏆 To contribute to the end of year academic review at Reading Football Club, Premier League and the League Football Education.
- 🏆 To take an active role in the clubs Ofsted inspection supporting the Head of Education when required
- 🏆 To maintain high standards of academic records for all players aged 8-23.
- 🏆 To carry out maintenance and to check all teaching equipment and resources available at all Academy training sessions.
- 🏆 To manage the staff to complete the academic review of all academy players aged 8-23
- 🏆 To contribute to the development of resources and educational aids.
- 🏆 To educate staff to ensure the maintenance of best practice including monitoring of training sessions and provision of in—service training and appropriate CPD.
- 🏆 To identify any needed supplies at Reading Football Club Training Ground or any other satellite training centres.
- 🏆 To attend all academic meeting with the Premier League (PL) and the League Football Education (LFE) Meetings with Head of Education as appropriate.
- 🏆 To liaise with all appropriate staff in relation to the above listed responsibilities.
- 🏆 To undertake the appropriate amount of CPD (34 Hours) per Academic year
- 🏆 To perform other duties as requested by Head of Education and Academy Manager
- 🏆 To be responsible for the completion of the league “casefile”
- 🏆 To manage the full-time teaching staff with the support from the Head of Education
- 🏆 To conduct standardisation meetings for all in-house and partner club BTEC staff, approx. 3 times a year
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 There is an expectation that you will undertake ad-hoc work on an exceptional basis or provide relevant cover for other team tasks

Behaviours & Attitude

- 🏆 Ability to build relationships both internally & externally
- 🏆 To be a role model for all club values and ways of working – “walk the talk”
- 🏆 To exude a can-do attitude (best of Reading Football Club)
- 🏆 To be flexible and agile, always ready to adapt if things don't go to plan
- 🏆 To be an ambassador for Reading Football Club
- 🏆 To act in a manner that supports the Club's Vision & Values at all times

Key Performance Indicators

- 🏆 Club in house apprenticeship delivery
- 🏆 Hybrid delivery & organization
- 🏆 School liaison
- 🏆 Club education audit
- 🏆 To respond to all enquires within Reading Football Club Charter guidelines
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- 🏆 To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice

Person specification

| | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Educated to Degree level • QTLS/ QTS | <ul style="list-style-type: none"> • Assessor • Internal verifier |
| Experience | <ul style="list-style-type: none"> • Apprenticeships • Teaching within key stage 4 -5 • Of EPPP / PGAAC audit process | <ul style="list-style-type: none"> • Within an elite performance environment |
| Knowledge | <ul style="list-style-type: none"> • of BTEC qualifications within in the sports sector • of Google classroom | <ul style="list-style-type: none"> • |
| Skills | <ul style="list-style-type: none"> • Excellent IT skills to include presentations, word and use of chrome book | <ul style="list-style-type: none"> • |

| | | |
|-----------------|---|--|
| Attitude | <ul style="list-style-type: none"> • Can-do attitude • Positive • To be a role model for all club values and ways of working – walk the talk | |
|-----------------|---|--|

Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group

| | |
|---------------------------------------|---|
| Closing date for applications: | <p>Monday 16th May 2022 5.00pm</p> <p>Please note, we reserve the right to shortlist and interview prior to the closing date above</p> |
| Contact: | <p>Please send your completed application form to recruitment@readingfc.co.uk</p> <p>CV's will not be accepted</p> |