



Job Advert

Job title:	Education Officer
Employer:	Reading Football Club
Location:	Training Ground RG41 5DB, Forest School RG41 5NE
Contract:	Permanent
Salary & Benefits	£ 30,000.00 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:	Education Manager

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 the Full Time Training Model school GCSE U15 & U16 age group.
To support the delivery and assessment of scholarship BTEC programme

Accountabilities

- 🏆 To deliver the GCSE PE to all U15 and U16 full time training players in the partner school liaising with the Head of PE to ensure a timely completion of the PEP and exams
- 🏆 To support the delivery of the scholars BTEC programme working alongside the Education Manager to ensure all work is assessed and completed before the end of the season
- 🏆 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 supported by the Education Manager and Head of Education
- 🏆 To support the Education Manager in the completion of the academic review for all academy players aged 8-23
- 🏆 To contribute to the development of resources and educational aids.
- 🏆 To support the identification of any required supplies at Reading Football Club Training Ground or any other satellite training centers.
- 🏆 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 support the Education Manager in the completion of the league "casefile"
- 🏆 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 adhoc work on an exceptional basis or provide relevant cover for other team tasks=

Behaviours & Attitude

- 🏆 Ability to build relationships both internally and 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 when 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 and Values at all times

Key Performance Indicators

- 🏆 Club inhouse apprenticeship delivery
- 🏆 Hybrid delivery and 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"> • PGCE, NQT, QTS, QTLS qualified or working towards 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Ofsted Inspections • Delivery of GCSE PE • Delivery of BTEC programmes 	<ul style="list-style-type: none"> •
Knowledge	<ul style="list-style-type: none"> • Understanding of BTEC programme delivery • Understanding of Apprenticeships 	<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"> To be a role model for all Club values & ways of working 	
-----------------	--	--

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>