



## Job Description & Person Specification Head of Education

### Position Details

**Position:** Head of Education

**Department:** Education

**Reporting To:** Academy Manager

**Overall Objective:** To have responsibility for the organisation, management and delivery of the Club's Education Programme. To be responsible for the planning, delivery and monitoring of the club Academy Education programmes, ensuring Sporting Excellence Professional (SEP) Apprentices are progressing appropriately and Academy Schoolboys are supported with their education programmes, ensuring that appropriate welfare is upheld at all times.

Also, that the Academy Education programmes meet the requirements of League Football Education (LFE), the EFL Youth Development Rules 188-204, and that practice is stretched and challenged in line with the Professional Game Academy Audit Company (PGAAC) Education Standards.

Responsible for working with others in the academy to support a life enriching experience for all academy players throughout their journey.

### Job Description

#### Main Duties:

- Have responsibility for the organisation, management, and delivery of the Club's Education Programme Plan, organise and monitor the Club Academy Education programmes including Departmental Performance Targets and create individual and innovative support programmes for academy players.
- Oversee the Scholar education programmes including attendance at educational programme meetings, ensuring adherence to such programmes and, where required, taking appropriate if and when required.
- Ensure Apprentice attendance is appropriate for all education sessions, on and off the job, delivered as part of the SEP Apprenticeship programme, and keep LFE EMS registers up to date.
- Liaise with College staff to ensure compensatory education is arranged on a weekly basis for any player who is absent from scheduled lessons.
- Liaise with SEP Coordinator, A Level, BTEC, Functional Skills and ALS tutors on a regular basis to ensure apprentices are progressing appropriately.
- Oversee and maintain effective classroom provision and to ensure that excellent standards are set in classroom management and player behaviour for all parties responsible for delivering educational sessions for the players.
- Attend and support all Apprenticeship education sessions/classes (AL/SEP/BTEC/FSs Skills when necessary) in order to create a clear visual relationship between stakeholders and the club.
- Present and work with Academy Players on club expectations and conduct for when players are attending

education classes and workshops, ensuring high standards of behaviour are adhered to.

- Ensure that Scholars are appropriately managed and supported in respect of the 'End Point Assessment' on the sporting excellence professional apprenticeship ('SEP')
- Liaise with club staff to coordinate completion of the LFE Apprentice Progress Review club contributory section, in line with the appropriate LFE guidance.
- Oversee timely completion of the Club Induction with Apprentices, ensuring appropriate quality standards are adhered to.
- Attend LFE facilitated Programme Review Meetings with stakeholders and LFE Regional Officer. Inform Academy management of outcomes and carry out any actions in a timely manner.
- Be a member of the Academy Multi-Disciplinary Team (MDT) and attend all MDT meetings feeding back any educational related issues and updating on Performance Target progress
- Write the club Education Philosophy and complete the Education section of the Academy Performance Plan.
- Complete PGAAC Education Safe to Operate, Compliance and Standards section of the Academy Standards Application (ASA). Liaise with LFE Regional Officer to complete the Standards Monitoring Document.
- Oversee the educational progression of all Academy Players registered with the Club (subject to the duties of any educational establishment at which an Academy Player's education is taking place).
- Ensure that the education of an Academy Player engaged on the Hybrid or Full Time Training Model is not prejudiced as a result of his being so engaged.
- If applicable, regarding any Hybrid or Full Time Training Model, liaise with LFE to ensure the appropriate EFL Youth Development Rules are being met with sufficient quality of provision, and as a result of any such programme, ensure that there is no detrimental effect on any Schoolboy's academic progression.
- Ensure all documents and records relating to the education of Academy Players required by these Rules are in place and up to date.
- To be in regular contact with the schools of all Academy players (9-16) with regards to player progress (Football and Academic) and to be a point of contact to discuss any potential behavioural issues with such players/students.
- Ensure that Academy Schoolboys are provided with appropriate support and Year 10 & 11 boys are tracked against their GCSE target, with any interventions provided as required.
- To attend any meetings with teachers/parents/staff to discuss any school related issue.
- Attend conferences, meetings, training courses and other associated events as directed by the Academy Manager and LFE.
- Procure and manage teaching resources and equipment as required in liaison with LFE where appropriate, including appropriate use of LFE's Education Support Fund each season.
- To inform the Academy Manager, DSO and any relevant staff of any school related issues that may be of concern.
- To be responsible for the Life Skills Programme for all Scholars (16-18), organising workshop delivery provided by the LFE and/or external partners.
- Support the Designated Safeguarding Officer and Player Care Co-Ordinator with Life Skills support for

schoolboy age group (9-16)

- Ensure that the Academy's educational provision reflects the strategy and performance targets set out in the Academy Performance Plan (APP)
- Undertake Continued Professional Development organised by the Club.
- Attend conferences, meetings, training courses and other associated events as directed by the Academy Manager and LFE.

## Person Specification

### Essential

- Hold Qualified Teacher Status (QTS)
- Be qualified to, at least, Degree level in Sports related discipline.
- Hold a recognised teaching qualification such as PGCE, Certificate of Education or equivalent.

### Desirable

- To have good communication skills both verbally and written.
- Have a good understanding of computer requirements.
- Experience teaching across a variety of ages

### Academy Values

- Honesty (having unquestionable morals based on fairness)
- Integrity (steadfastly adhering to the high moral principles put in place by the football clubs senior members of staff)
- Industry (working above and beyond)
- Innovation (creative thinking in order to drive the club forward)
- Fair Play & Sportsmanship (conduct befitting a Crewe Alexandra player and staff member including respect and graciousness in defeat)

## Role Requirements

- To be able to work flexible hours which could include weekends, evening and Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- To undertake required training including mandatory Equality and Diversity and FA Safeguarding
- This role is subject to completed FA Enhanced DBS check

Crewe Alexandra Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Salary is competitive and will be discussed with shortlisted candidates. **Deadline for applications is Monday 17<sup>th</sup> July 2023. Applicants must complete and return the attached application form. Please return to Academy Manager , Aidan Callan via email [acallan@crewealex.net](mailto:acallan@crewealex.net)** Due to expected high volume of applicants, please assume that your application has been unsuccessful if you have not had any contact from the club 1 week post application deadline.



# Application Form

Please complete all sections of this application form and return to [acallan@crewealex.net](mailto:acallan@crewealex.net) on or prior to the closing date. NB: Only completed applications will be shortlisted with any incomplete applications received returned to the individual for completion. Successful applicants will be subject to the Disclosure & Barring Service (DBS)

## Section 1 – Personal details

Title:		Last name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Are you eligible to work in the UK?	Yes	No	

## Section 2 – Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes	No
Have you any prosecutions pending?	Yes	No
If yes, please give details/dates of offences(s) and sentence:		



### Section3 – BAME Declaration

The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence:

Do you consider your ethnicity to fall within one of the following definitions?

- **Black**
- **Asian**
- **Other Minority Ethnic** (i.e. from any other ethnic group that is not 'White British').

Yes ☐

### Section 4 – Education and Training



Dates Attended	Name of School/Provider	Examinations/Training Undertaken Qualifications Obtained



## Section 5 – Employment Record

Please list chronologically, starting with current or last employer:

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving



## Section 6 – Personal Statement

Please tell us, in under 500 words, why you're interested in this position and what knowledge, skills and attributes you'd bring to the job:



## Section 7 – References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. Both references will be contacted and asked to provide a reference in writing if you are being considered for the position.)

Reference 1			Reference 2		
Name:			Name:		
Their Position (job title):			Their Position (job title):		
Work Relationship:			Their Position (job title):		
Organisation:			Organisation:		
Dates Employed:	From:	To:	Dates Employed:	From:	To:
Address:			Address:		
Postcode:			Postcode:		
Telephone No:			Telephone No:		
E-mail:			E-mail:		





## Section 8 – Declaration

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

**Signed:**

**Date:**

Crewe Alexandra undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

