



## Job Description

<b>Job Title:</b>	Head of Education
<b>Reports to:</b>	Academy Manager
<b>Salary:</b>	£28,500 pro rata (term time only)
<b>Hours:</b>	37.5 per week, term-time only

### Role Summary:

To be responsible for the planning of the education and life skills programme, and oversee the educational progress of the Academy Scholars and schoolboys, ensuring that the programme meets the requirements of EPPP, supported by the Youth Development Phase Lead Coach and Foundation Phase Lead Coach. In addition, fully co-ordinate the SEP for all Scholars ensuring they are best prepared for end point assessment.

### Key Job Outcomes:

- To be responsible for the planning and organisation of the Academy Education, Scholars SEP & Life Skills Programme.
- To support achieving BTEC grades, to Academy aged 16-18 years in conjunction with LFE and CRC, ensuring all players are on track, and all EMS profiles are up to date.
- This will also include Apprenticeship Standard SEP its delivery and co-ordination.
- To build and maintain links with current education providers and associated partners and stakeholders.
- To develop and maintain an effective education timetable that meets the needs of all participating players.
- To lead the delivery of workshops and talks for parents as required.
- To complete and ensure administrative tasks related to the role, including general organisation, recording of lessons, player attendance registers and education reviews, are all up to date and completed in line with requirements.
- To maintain and deliver effective classroom provision and to ensure that excellent standards are set in classroom management and player behaviour.
- To be an effective member of the Academy Management Team.
- To represent Cambridge United Football Club at official FA/EFL/LFE educational conferences and seminars.
- Review existing education provisions, plan improvements and identify resources/investments as required.
- To liaise and act as the first point of contact with parents of boys in Full Time education at the club.
- To liaise and act as the first point of contact with Foundation Phase Lead Coach and Youth Development Phase Lead Coach.
- To liaise and act as the first point of contact with Foundation Phase Lead Coach and Youth Development Phase Lead Coach to ensure correct procedures, contact and relationships are adhered to with each Academy players school

*Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.*

*Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*

- To ensure appropriate delivery of education on day release, teaching and assisting where appropriate.
- To attend meetings as directed by the Academy Manager.
- To work closely with the appropriate Academy departments to ensure the SEP and academy education provision runs effectively and that a multi-disciplinary approach is followed.

#### **General Accountabilities**

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace
- Work in compliance with the Codes of Conduct, Regulations and policies of the Club, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards

#### **Key Skills**

##### **Essential criteria**

- Qualified Teacher status (QTS)
- Full driving licence, including Minibus driver
- Educated to degree level
- Experience within the education sector
- Ability to work independently and collaboratively as part of a team
- Good interpersonal, listening, communication skills
- Calm and flexible approach
- Commitment to quality and continuous improvement

##### **Desirable criteria**

- Experience of working in a football club
- Relevant FA Safeguarding children in Football

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.