

# NEWPORT COUNTY AFC ACADEMY



## HEAD OF EDUCATION

### Job Description

ROLE PROFILE	
<b>Job Title</b>	Head of Education
<b>Department</b>	Academy
<b>Reports To</b>	Academy Manager
<b>Direct Reports</b>	N/A
<b>Key Contacts</b>	Academy Manager, Academy Players, Academy Parents/Guardians, Head of Coaching, Senior Safeguarding Manager, Academy Designated Safeguarding Officer, Player Care Officer, Lead FP Coach, Lead YDP Coach, Lead PDP Coach.
<b>Budgetary Responsibilities</b>	N/A
<b>Location</b>	USW Sports Park, Treforest Industrial Estate, Pontypridd, CF37 5UP
<b>Hours</b>	Part-Time
<b>Remuneration</b>	Dependant on experience

## Role Responsibilities & Key Duties

1	To be a member of the Academy Management Team, perform functions within that role and feedback to department.
2	Provide written reports on the educational progress of the young players.
3	To provide support to the Academy Manager upon the release of any youth player if required.
4	To attend training and demonstrate continued professional development in relation to the role.
5	To lead the tutoring of the qualifications, through having planned lessons and to ensure these are engaging, creative and in line with our quality assurance process.
6	To mark and assess work of learners and, where necessary, assist those who need extra support by delivering small group work.
7	To support the participation, retention and progression of learners in their courses and to encourage learners to pursue further education, training or employment upon completion of the course.
8	To keep detailed and accurate records and registers, ensuring effective monitoring and evaluation of learners' progression, and to support the writing of reports as required.
9	To attend all Academy meetings where appropriate.
10	To undertake the appropriate CPD in line with EFL rules and regulations.
11	To complete any other duties as deemed reasonable by the Academy Manager.
12	Oversight of the Scholar education programmes, including attendance at educational programme meetings, ensuring adherence to such programmes and, where required, taking appropriate action in the event that targets are not met.
<b>Safeguarding, Welfare &amp; Compliance</b>	
13	Act appropriately upon any welfare or safeguarding concerns in line with Club, EFL and statutory procedures.
14	Work in line with guidance from the EFL, FA, FAW and Local Safeguarding Children Boards.
15	Act as a key member of the Academy Safeguarding Team, attending meetings and providing support when required.
16	Act as a point of contact on a Matchday for any Safeguarding concerns.

### **Safeguarding Statement**

Newport County AFC is committed to the safeguarding and welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment. The safety and wellbeing of all staff, volunteers, and participants under the care of the Club is paramount. All children and vulnerable adults who participate with the Club, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm.

This post requires an Enhanced DBS and may include checks against the Barred lists, as such, it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

Newport County AFC is also committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together.

### **BAME Declaration**

The English Football League 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.

As part of the application process, you will therefore be asked to declare your ethnicity.

### **E & D Statement**

Newport County AFC Academy is committed to providing services which embrace diversity and that promote equality of opportunity.