

Department:	Academy
Job title:	Head of Academy Education & Holistic Development
Salary:	Dependant on experience
Contract type:	Permanent, Full-Time
Hours:	There are no standard hours of work for this role but the minimum contracted number would be 37.5 hours per week over the course of seven days, when deemed necessary. The candidate will be required to have a flexible approach to working hours, including match days and such hours as necessary for the full and proper performance of the role taking into consideration the nature of the Club's business.
Responsible to:	Head of Academy
Location:	Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW Club Doncaster Elite Performance Centre, Cantley Park, Aintree Avenue, DN4 6HR
Regular working hours:	Office hours are Monday to Friday 09:00-17:30. With this post, there will be weekend and evening work as part of the nature of the Club Doncaster organisation.

Purpose of the post:

To coordinate and monitor the academic progress of all Academy players, across all three phases, in line with Academy philosophy and EFL rules and EPPP requirements.

Play an integral role in the day release of players to be a part of the hybrid playing model.

Key Duties and Responsibilities:

- To monitor academic progress of all Academy players from the age from U9s-U18s.
- To identify players where additional academic intervention is required and plan for this.
- Develop and provide relationships with schools.
- Line manage Academy player care, psychology and safeguarding staff members.
- As a member of the AMT (Academy Management Team) attend and contribute to all AMT meetings.
- Through the agreed KPI's monitor the impact of the department and report this to AMT meetings on a monthly basis.
- Ensure effective communication with all departments and stakeholders.
- Provide academic updates for each player's reviews.
- Arrange and attend meetings with players and parents as required to support academic progress.
- To play a role within the Academy safeguarding team as part of AMT.
- Remain up to date with education developments.
- Attendance when requested at the safeguarding steering groups.
- Provide a mechanism whereby all Academy members and personnel, including scholars, can report educational concerns.
- Provide a link between Doncaster College and Doncaster Rovers Professional Development Phase department.
- Provide liaison with LFE Reingal Officer.
- Visit Doncaster College to support scholars and be available to help with any ongoing concerns.
- Support with the hybrid programme.
- Assist with VLE entries concerning reviews and progress of scholars.
- Attend scholar reviews as part of multi-disciplinary team.
- Devise a tracking mechanism to show academic progress, attainment of English and mathematics levels in line with national standards, attitude, and attendance.
- Provide an Academic review as part of the ongoing review system for all Academy members.
- Gain predicted GCSE grades for new scholars.
- Help arrange extra-curricular experimental/educational activities for scholars and Academy members.
- Provide careers advice, experience, and support as part of exit strategy for scholars.
- Provide a link between the PFA Education Department and Doncaster Rovers PFA members.

- Notify schools when one of their students signs registration forms with the Academy.

Club Doncaster:

- Adhere to company policies and procedures.
- Active participation in continuing professional development.
- Act at all times with utmost good faith to the club(s) and company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with fellow staff, maintain good relationships, and collaborative working practices.
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Person specification:

Our non-negotiables:

1. Be punctual and prepared for all meetings.
2. Clear and respectful communication with your peers and customers.
3. Keeping to deadlines set by your line manager or senior management.

Our values:

- We are **proud** of our work and our working environment(s).
- We are **passionate** about everything we do.
- We are **high performing** in everything we do.
- We move **forward as one** as a group of staff and organisation.

Character specification:

- Embody high energy, enthusiasm and humility.
- Being customer focused in providing the best supporter or client experience possible.
- Perform all assigned tasks efficiently and in a timely manner.
- Flexibility in doing things differently to improve efficiency.
- Able to communicate effectively and confidentially individually and in group situations.
- Listen and respects other people's views and opinions.
- Can develop open and effective relationships with all colleagues.
- Awareness of impact of own behaviours on others and is able to modify approach or style to achieve results.

Important information:

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence. It is the employee's responsibility to ensure up-to-date documentation is provided to Club Doncaster.

About Club Doncaster:

Club Doncaster is the elite brand of sporting organisations working to support and strive forward our community. Our spoken aim is to be: ***an ambitious and successful club of which the community is proud of.***

We work with a culture that promotes unity, creativity and aspiration to promote success – this is why we are Club Doncaster.

We look for people with passion, honesty and who embrace a challenge on a daily basis, with the energy and passion to strive forward and prove each day.

Safeguarding:

Club Doncaster takes its safeguarding responsibility very seriously. This means recruiting the correct people for Club Doncaster.

We acknowledge our clear responsibility to safeguard children and vulnerable groups in our care, and have policies and guidelines to ensure this.

The successful candidate will have to complete an Enhanced DBS check before starting employment with the club.

Equal opportunities:

Club Doncaster is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Recruitment and Selection Policy, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy and Right to work in UK Policy are available to all applicants on request.