



JOB DESCRIPTION: ACADEMY ASSISTANT HEAD OF EDUCATION

Department	Academy
Report to	Head of Education
Remuneration	£25,000.00-£35,000.00 per annum
Benefits	<ul style="list-style-type: none"> • Medical Insurance & Health Cash Plan • 25 Days Holiday plus bank holidays • Enhanced Company Sick Pay • Cycle to Work Scheme
Contract	Full Time (40 hours)
Working Schedule	The position will involve working irregular hours (e.g., evenings/weekends/Bank Holidays) based around academy team schedules.
The Role	The Academy is seeking an experienced teacher to join the Academy Education Department.
Roles and Responsibilities	
Core Responsibilities	<ul style="list-style-type: none"> • Communicate and promote the Academy culture creating an elite environment for the development of young players. • Have consistently high standards. • Communicate and engage with parents/guardians where appropriate. • Attend all professional development events. • Actively engage in a fully functioning competency framework and integrated appraisal process. • Monitor the well-being of Academy players at all times liaising with the Head of Education, Academy Safeguarding and EDI Officer and Head of Player Care. • Ensure compliance with all the Policies and Procedures contained within the Staff Handbook, paying particular regard to the Equal Opportunities Policy and Health & Safety Policy and procedures at all times.
Role Responsibilities	<p>The Assistant Head of Education will work with the Head of Education as follows:</p> <ul style="list-style-type: none"> • To ensure that the Academy's education provision reflects the strategy and performance targets set in the Academy Performance Plan. • To play a key role in liaising with any partner agency involved in the education of Academy players. • To track and monitor the educational progression of all Academy players and make necessary interventions when appropriate. • To provide education progress reports for all Academy players.

	<ul style="list-style-type: none"> • To ensure all Academy players receive performance reviews relevant to each phase and at a time stipulated by EPPP development rules. • To hold Parent/Player reviews relevant to phase and EPPP development rules. • To manage and safely store all education data related to players academic progress in accordance with GDPR legislation. • To attend any training or CPD delivered by FA/PL/EFL/LFE to support Academy players. • With the Head of Player Care, plan and facilitate the delivery of enrichment activities on and off site to support the holistic development of the Academy players. • To collaborate with key staff to support the release/retain policy. • To develop and maintain links with all Academy players schools and parents to ensure there is transparency in aims and objectives of our programme. • To ensure all schools and parents sign and return the school agreement in line with EFL rules for the Hybrid model and manage this effectively. • To effectively manage post-16 delivery with Llandarcy Academy of Sport, Neath College, Bishop Vaughan School and the LFE, ensuring all contractual obligations are met. • To provide support for scholars that are not offered contracts including further training, exit trials, UCAS applications, USA scholarships. • To maintain and develop links with education departments of the national bodies and liaise when players attend national camps and fixtures. • To demonstrate consistent high standards of behaviour and to operate within the parameters of the laws of the game, the rules of the Football Association, the Premier League and the EFL. •
General	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Adhere to a strict Code of Confidentiality in respect of any information relating to Swansea City Football Club and its operation • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole • Take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work • Comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety



	<ul style="list-style-type: none"> • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance, as necessary
Person Specification	Essential
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • BEd, BA, or BSc degree or equivalent. • QTS teaching qualification. • Teaching experience at primary/secondary or higher education or equivalent. • Current and relevant experience of the education system and behaviour management • Knowledge of the ESTYN / OFSTED inspection framework including safeguarding and wellbeing provisions and thresholds. • Effective planning, organisational and implementation skills, with the ability to prioritise workloads and schedules to meet strategic objectives/timescales. • Proven ability to build strong links and networks with local schools and education providers, and the wider community stakeholders. • Ability to relate to, communicate with, and motivate young people to achieve, regardless of their previous educational attainment. • Excellent verbal and written communication skills including relevant ICT skills. • Proactive decision maker, with ability to manage others and to work collaboratively as part of a team. • Has the highest level of integrity and confidentiality, with the ability to contribute effectively to Academy Senior Management. •
	Desirable
	<ul style="list-style-type: none"> • Experience of delivering the Apprenticeship in Sporting Excellence or BTEC Level 3 Diploma in Sport (desirable).

This role will require an enhanced DBS check.

The closing date for this vacancy will be **10th July 2022**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#)



Equal Opportunities

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company.

As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview