



## JOB OPPORTUNITY – HEAD OF EDUCATION AND WELFARE

Reporting to the Academy Manager, you will be responsible for the organisation, management and delivery of the full Academy Education Programme and take the lead on implementation of the Safeguarding Programme, to support the academic and personal advancement of all schoolboys, scholars, apprentices and young professionals.

You will manage the Assistant Education Officer and Sessional Education Support Staff.

Your responsibilities will be to:

1. Lead, manage, facilitate and co-ordinate the delivery of the full Academy Education Programme meeting all requirements from an academic and administrative perspective, including 9-12 years – liaison with schools, 13-16 years - Hybrid Training Model, 15-16 years - Full-Time Model, liaising with partner schools, 16-18 years - Advanced Apprenticeship in Sporting Excellence (“ASE”), and U23s - liaison with individual academic institutions.
2. Ensure the correct and timely submission of evidence for the EPPP audit on behalf of the Education and Welfare departments.
3. Work with the Club Designated Safeguarding officer to ensure that all Safeguarding measures and requirements are implemented across the Academy, including policy and procedure, compliance with best practice and statutory requirements, undertaking DBS checks for Academy related personnel, education of relevant parties and dealing with any safeguarding issues that may arise.
4. Manage and track the successful transition of Academy players into their next career steps, including university and further education applications, transfers to other Clubs, or into other types of employment.
5. Liaise and work with the Forest in the Community over common issues of mutual benefit.
6. Participate in and deliver training courses for Academy staff and other Club staff as and when required, e.g. FA Safeguarding workshops and Equality seminars.
7. Lead the induction for the Apprenticeship Programme.
8. Be the key point of contact and liaise with organisations including but not limited to the Players’ Football Association (“PFA”), League Football Education (“LFE”), Nottingham College, schools and partner schools, further and higher education institutions, etc.
9. Coordinate the Life Skills Programme for U9-U23s.
10. Oversee the Club performance management process for allocated educational staff within the department.

You will have the following qualifications:

- Postgraduate Certificate in Education (PGCE) and Qualified Teacher Status (QTS) essential
- Degree level education or equivalent, preferably in a sports-related field, although not essential
- A1 / A2 NVQ Assessor Award is desirable
- Safeguarding Children Tutor Training is desirable





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In addition, you will have demonstrable experience of the following:

- Secondary or further education teaching
- Running an academic department
- Managing safeguarding requirements for an organisation and dealing with individual issues successfully
- Working in a sporting environment
- Managing staff

You will also have:

- Sound organisational skills and be able to prioritise and manage own workload.
- Excellent communication skills, exercises good judgement and has sound negotiation skills
- Flexibility to deal with issues out of hours and at short notice and on occasions you may be required to work evenings and / or weekends and may be required to travel within the region and the UK.

Application is via CV with a one page covering letter to [jobs@nottinghamforest.co.uk](mailto:jobs@nottinghamforest.co.uk)

Closing Date: 13 November 2017

