

Exceptional | Edge | Energising

At Lincoln City Football Club, we believe that people make the difference and accordingly, we don't just look for the usual job requirements. As well as being experts in their technical areas, all of our team members demonstrate and work towards a clear set of traits which differentiate us from the norm.

As Education Manager you will be required to demonstrate behaviours reflecting the following traits, which we have termed the 3Es: Exceptional, Edge and Energising.

Exceptional

- **Capacity and resilience**
 - You will undertake multiple tasks and responsibilities to a high standard;
 - You will overcome setbacks and disappointment, remaining positive in the face of adversity.
- **Forward thinking**
 - You will think ahead and prepare for future tasks and opportunities;
 - You will seek and provide new ideas and solutions to overcome challenges.

Edge

- **Problem solving**
 - You will demonstrate the ability to quickly absorb large quantities of information;
 - You will resolve problems with practical solutions, being innovative when required.
- **Streetwise**
 - You will work smart and demonstrates the know-how to win;
 - You will develop key relationships and networks effectively.

Energising

- **Motivates others**
 - People are compelled to work with you;
 - You use a range of influencing styles to enthuse others.
- **Finds a way**
 - You deliver results, within a team;
 - You develop and implement strategies to achieve positive outcomes.

JOB TITLE:	Education Manager
DIRECTORATE:	Academy
REPORTS TO:	Head of Academy
LOCATION:	Riseholme College, Lincoln
HOURS:	Full Time
MATCHDAY WORKING:	HOME <input type="checkbox"/> AWAY <input type="checkbox"/> BOTH <input type="checkbox"/>
DEADLINE DATE:	Monday 22nd July 2024
DBS Check:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Job Purpose

To ensure all Academy players achieve their potential in terms of Academic outcomes. To ensure that all requirements of the Apprenticeship programme (to include the Education Programme and Apprenticeship Standard). To ensure the education of the Day release programme delivers outstanding compensatory education provision. To act as a liaison between the Academy and all partner schools in the school boy programme.

Key Responsibilities

School Boys

- Liaise with schools and parents to receive up to date information regarding academic progress, keep players folders up to date.
- Lead on Education related workshops specifically for age
- Email schools when boys on trial, been signed or released –
- Work with player and families where issues in school arise.

Day Release

- Initial face to face meeting with new schools to discuss provision of day release, collation of signed agreements
- Collation of players education folders to include details of work to be completed, timetable, target grades etc.
- Keep register and email attendance officer on the day that player has arrived.
- Contribute to reviews by providing education feedback
- Inform schools when players are released, on trial or signed.

- Line manage with English and Maths Tutor and any tutors that provide ALS for scholars.

Scholars

- Lead and co-ordinate Scholars Inductions
- Chair monthly meetings with Riseholme education team to ensure all BTEC Marking is on track and deal with issues arising, keep minutes of these meetings,
- Support delivery of education to scholars.
- Deliver content for SEP for collation of Portfolio, use LFE material to ensure that the Curriculum is adhered to. Liaise with MDT team for the delivery of different topics
- Prepare second years for End Point assessment which includes Professional Interview, Data analysis and Practical observation.
- Lead Analyst on making sure Data Analysis and Video showcase is ready for Practical Observation.
- Prepare physical portfolios in readiness for Professional Interview, run mock interviews if necessary.
- Contribute to ILPs – education targets.
- Book slots for professional interviews, practical observation and online exam through ACE 360.
- Lead of collation of comments from different staff for LFE Reviews to include Coaches, host families (where appropriate) Player Care, Education, SEPCO and learner.
- Contribute to Academy Reviews
- Liaise with staff for English and Maths Functional Skills and /or GCSE Resits
- Liaise with Lincoln Minster to ensure any boys doing A Levels are attending lessons and keep an eye on progress.
- Complete LFE Attendance for both age groups every week.
- Attend PRM meetings with RO and Education staff
- Attend LFE events such as Head of Education hub meetings, Apprentice and SEPCO Conferences.
- Provide LFE with information they need for scholars e.g GCSE Results
- Provide Academy Manager with Departmental review information, target setting etc.
- Support scholars with transition post 18 e.g UCAS Application, US University (prep for SATS etc), Employment, Apprenticeships etc
- Attend Academy meetings (operations, AMT etc)

General Responsibilities

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Health and Safety Policy, Code of Conduct Policy, Safeguarding Policy, Equality and Diversity Policy, Financial Regulation Policy and Social Media Policy;
- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations;
- Act always with utmost good faith to the Club, Foundation and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;
- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice;

- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- 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;
- 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 always;
- To cover as and when required at other departments within Lincoln City Football Club & Foundation;
- To recognise commercial opportunities across all products within Lincoln City Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

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.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

Safeguarding

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key Relationships

- Technical Director of Academy
- Head of Academy
- Lead Phase Coaches
- Education Providers
- League Football Education

Scope of Job

- To deliver an environment where educational outcomes are a priority alongside football development.
- To build an ethos where young footballers develop a desire to exceed their expected targets by developing robust and consistent independent learning behaviours.

Person Specification

Job Title: Education Manager

KNOWLEDGE

The level and breadth of knowledge to do the job, eg. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- QTS Status (Qualified Teacher) or higher education teaching qualification
- Experience of working with young people in a school environment
- Understanding of Safeguarding when working with young people and children

Desirable

- Experience of working with young athletes in an elite environment
- Awareness of EPPP for footballers
- Understanding of Mental Health in Young people and children
- Knowledge of BTEC Qualifications

TECHNICAL/WORK-BASED SKILLS

Skills specific to the job, eg. computer competency, typing skills, coaching skills etc

Essential

- Outstanding Organisational Abilities
- Highly effective communication skills
- Able to form positive relationships with young people and stake holders
- Effective IT skills – word, excel etc
- Ability to learn quickly

Desirable

- Ability to think creatively and problem solve
- Show flexibility and be able to adapt to a changing environment.

GENERAL SKILLS AND ATTRIBUTES

More general characteristics, eg. flexibility, communication skills, team working etc

Essential

- Team worker, willingness to help members of the team when necessary.
- Ability to work independently, manage own workload . Meet deadlines

Desirable

- Sense of Humour and be approachable.
- Willingness to have flexible working hours when required.

EXPERIENCE

Proven record of experience in a particular field, profession or specialism

Essential

- Experience of working in a school setting with young people and children.

Desirable

- Experience of football or elite athlete environment.