



Newport County A.F.C. Academy Head of Education

About The Role

Our Academy Head of Education plays a critical role in developing and supporting our players within the Academy. We are currently seeking to recruit a qualified, experienced, and passionate educator to join our already successful team of staff.

Successful candidates will be required to plan and deliver lectures and educational sessions and attend training sessions and weekend games, supporting individual players development whilst playing their part in the development and implementation of the club's syllabus.

The role will involve an element of coaching, and a UEFA B license is a prerequisite for candidates wishing to apply.

Job Description

Job Title	Head of Education
Department	Academy
Reports To	Academy Manager
Direct Reports	Life skills
Key Contacts	Internal – Academy Players, Academy Manager, Head of Operations, Academy Head of Coaching, Academy Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment. External – Opposition Club Coaches, Parents
Budgetary Responsibilities	None
Location	USW Sports Park, Treforest
Hours	FT
Job Purpose	To lead organisation, management and delivery of the Club's Education Programme, the tutoring of the qualifications, through having planned lessons, and to ensure these are engaging, creative and in line with our quality assurance process, inspire and ensure that every young person that goes through the coaching programme with us will have an opportunity to thrive and succeed. Have responsibility for the organisation, management and delivery of the Club's Education Programme. To mark and assess work of the scholars/learners and where necessary assist those who need extra support by delivery small group work. To support the participation, retention, and progression of learners in their courses and to encourage learners to pursue further education, training, or employment on finishing the course. To ensure any concerns or success stories are highlighted and managed.
Remuneration	Dependant on qualification and experience.

Role Responsibilities & Key Duties	
1	To be a member of the Academy Management Team, perform functions withing that role and feedback to department
2	Work with guidance from The Football League and Local safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.
3	Provide written reports on the educational progress of the young players if required.
4	To provide relevant feedback to line management as required
5	To manage and support the Academy Manager in the release of any youth player if required

6	To attend training and demonstrate continued professional development in relation to the role of the Football Club Head of Education
7	To lead the tutoring of the qualifications, through having planned lesson, and to ensure these are engaging, creative and in line with our quality assurance process
8	To mark and assess work of the learners and where necessary assist those who need extra support by delivering small group work
9	To support the participation, retention, and progression of learners in their courses and to encourage learners to pursue further education, training, or employment on finishing the course.
10	To keep proper and accurate records and registers, ensuring effective monitoring and evaluation of learners' progression, and to support the writing of reports as required
11	To attend Saturday or Sunday fixtures where applicable
12	To attend all Academy meetings where applicable
13	To undertake appropriate CPD in line with EFL rules and regulations
14	To complete any other duties as deemed reasonable by the Academy Manager or Head of Coaching
15	The 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

Person Specification

Qualifications		Essential	Desirable
1	UEFA B Licence	✓	
	FA Youth Module 3 (assessed)		✓
3	FA Advanced Youth Award		✓
4	EFAiF Level 2	✓	
6	QTS, (QTLS/PTLLS)	✓	
7	DBS check	✓	
8	FE/HE or other teaching qualification		✓
Skills, Knowledge & Experience			
9	Extensive knowledge and experience of the role and the position	✓	
10	Experience working across academy age groups	✓	
11	Experience working with young professional players	✓	
12	Understanding of the Elite Player Performance Plan (EPPP)	✓	
13	IT skills to include the ability to use Performance Management Application (PMA) software and Microsoft Office (Excel, Word and Outlook)	✓	
14	Excellent interpersonal and communication skills	✓	
15		✓	
Attitude/Behaviours		Ability to work under pressure and to tight deadlines	
16	A genuine team player	✓	
17	A reliable individual	✓	
18	Punctual	✓	
Personal Qualities		Displays a high level of discretion	
19	Personable with an ability to build individual relationships	✓	
20	Hardworking and enthusiastic	✓	

21	Empathetic to young players	✓	
22	Ability to adapt to changing circumstances	✓	
23	Loyal and committed	✓	
24	Hold high personal standards	✓	

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 & I Statement

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

To Apply

Please complete the NCAFC application form via the online link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=0pwxIASY_kCEvJTUWXyi0zpD963jo1dMpG1vh94zTVJUOUNCTFZTTERFQIAyTUIBWFozNUk0OVBPMY4u