

### ROLE PROFILE

#### HEAD OF SELECT PROGRAMME, COGNITA MIDDLE EAST SCHOOLS

##### PURPOSE

Established in 2004, COGNITA is an extraordinary family of diverse yet connected schools that span 12 countries and share one common purpose: to create an inspiring world of education that builds self-belief and empowers individuals to succeed. With 90 schools in Europe, LatinAmerica, Asia, and here in the Middle East, COGNITA employs 10,000 teaching and support staff in the care and education of more than 60,000 students. Together, COGNITA schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world.

Reporting to the Academy Manager - Football, COGNITA Middle East and its Enrichment Academy, ENRICH ME, are looking to recruit a dynamic and experienced Head of Select Football Programme to work across our family of schools within Dubai, UAE, with children aged between 4 and 16 years. This is an exciting opportunity for an innovative professional with exceptional teaching and coaching skills, excellent knowledge of the football provision, looking to join a new and growing football team - providing 'An inspiring world of education' to the students in their care.

The successful candidate will inspire young minds and have a real passion for developing young children and ensuring that every pupil strives to achieve their potential. They will create and facilitate an optimal learning environment by establishing quality relationships with pupils and professional bodies.

##### KEY ACCOUNTABILITIES

- Provide strategic direction, leadership, oversight and management of Select' football
- Work closely with the Academy Manager and with other colleagues leading other programme or department.
- Work closely with other colleagues to nurture elite performance in sport.
- Build a culture of respect and sportsmanship at all levels throughout the Schools.
- Ensure provision of a programme that caters for pupils and abilities.
- Organising and confirming fixtures, national and international competitions
- Liaising with the Academy Manager to ensure effective use of budget and resources
- Provide strategic direction of talented players identification.
- Actively seeking out potential football players with exceptional skills and abilities.
- Assess the technical, physical, and mental attributes of players to determine their potential for development.
- Provide detailed reports on identified players to the coaching staff or management for further evaluation.
- Pre-empting, resolving and adhering to Health and Safety rules and regulations.
- Plan, prepare and deliver football lessons for both girls and boys.
- Explain and demonstrate football techniques, correcting faults in technique where necessary, identifying ways to improve performance.
- Ensure safety standards are followed, undertaking risk assessments, where necessary
- Maintain records on attendance, performance and progress, evaluating sessions and providing feedback to key stakeholders.

## SAFEGUARDING AND HEALTH & SAFETY RESPONSIBILITIES

- **Strategy:** Positively contribute to the Health & Safety and Safeguarding improvement strategies within Cognita schools, nurseries and other business units.
- **Policy and Compliance:** Familiarise self on Health & Safety and Safeguarding policies and procedures. Support, as necessary, with adherence and awareness to the policies.
- **Incident Reporting:** Ensure Health & Safety and Safeguarding concerns are reported on the appropriate reporting platforms inline with the Incident Reporting Policy and SIRF guidance document.
- **Training and Awareness:** Ensure timely completion of Health & Safety and Safeguarding training courses provided for your role. Seek out training opportunities as relevant to improve safety within Cognita schools, nurseries and other business units.
- **Emergency Preparedness:** Be aware of the Emergency Response Procedures for your setting, ensure you partake in mandatory drills and training exercises.
- **Risk Assessment:** Ensure risk assessments are completed for areas within your responsibility. Seek training and feedback as necessary to mitigate the likelihood of harm from occurring.
- **Culture:** Act as a role model for Health & Safety and Safeguarding practices, promoting a positive and safe culture within the organisation.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• UEFA C/ UEFA B Qualification or equivalent</li> <li>• Ability to motivate, encourage and engage with students across a range ages and levels</li> <li>• Good working knowledge of IT software and administrative skills</li> <li>• First Aid Qualification</li> <li>• Valid Safeguarding training</li> <li>• Full driving license</li> <li>• Excellence in communication and fluency in written and spoken English language</li> <li>• Ability to react calmly and effectively in emergency situations</li> <li>• Degree in Sport Science or Sports coaching / P.E.</li> </ul>	<ul style="list-style-type: none"> <li>• UEFA A Qualification or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience teaching in a private or professional academy/club is required</li> </ul>	<ul style="list-style-type: none"> <li>• Additional experience and qualifications</li> </ul>

## HOW TO APPLY

If you would like to be considered for this full-time position, we would love to hear from you. Please email your up-to-date CV, together with a covering letter telling us what makes you the perfect person for this role, and your commitment to inspiring young minds and ensuring that every student strives to achieve their full potential. **Please email your application to [careers.me@cognita.com](mailto:careers.me@cognita.com).**

The position will be a full time, 2-year renewable contract. The total package will include a competitive salary, residency visa, medical insurance and annual flight allowance.

The start date is August 2025. **The closing date for applications is Friday 09 May**, and interviews will be scheduled shortly after.

Thank you for your interest in COGNITA ENRICH ME and our family of schools in Dubai. We look forward to hearing from you.

*Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed*

