

Brighton & Hove Albion Football Club   
**Job Description**

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| **Job Title** | **Academy Teacher** |
| **Reports to** | U18 Education Co-ordinator |
| **Location** | Based at the American Express Elite Football Performance Centre in Lancing, West Sussex. |
| **Hours** | This is a full time role requiring flexibility to work some evenings and weekends. |
| **Contract** | Fixed-term contract commencing July 2017 and ending June 2018. |
| **Remuneration** | £31,844 per annum   * Auto-enrolment into the Club’s pension scheme (depending on eligibility) * Group Life Protection (death in service cover) * Club discounts and offers |
| **Job Purpose** | To be responsible for the delivery, support and coordination of the Apprenticeship programme. |

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| **Role Accountabilities & Key Duties** | |
| **1** | To deliver and/or support the teaching and learning of the scholarship programme including functional skills. |
| **2** | To assist the Education, Welfare & Player Services Manager with the organisation of the education programme and progress of the Academy scholars and schoolboys. |
| **3** | To help maintain links with our main education partners and other associated links and stakeholders such as parents, educational agencies and school/teacher contacts of the Academy scholars and schoolboys. |
| **4** | To develop resources for courses that are delivered on the apprenticeship. |
| **5** | To develop, coordinate and deliver informal education where appropriate. |
| **6** | To attend parent consultation meetings. |
| **7** | To assist in the management of teaching resources and equipment. |
| **8** | To undertake personal CPD as appropriate to meet the demands of the role. |
| **9** | To maintain appropriate records both internal and those required by external agencies and regulatory bodies. This will include the production of reports as required by the Education, Welfare and Player Services Manager. |
| **10** | To demonstrate best practice in the area of safeguarding the welfare of all children and young people. |
| **11** | To attend meetings, conferences and other associated events as directed by the Education, Welfare and Player Services Manager. |
| **12** | Other duties as required by the Education, Welfare & Player Services Manager. |

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| **General duties and accountabilities** |
| * To support Brighton & Hove Albion FC and AITC in their aims and objectives at all times. * To ensure compliance with all relevant club policies, including health and safety policies. * To ensure compliance with all relevant legal, regulatory, ethical and social requirements. * To keep confidential any information gained regarding the charity, club and its personnel. * To represent Brighton & Hove Albion Football Club and AITC in a professional manner. * To maintain a flexible approach to work at all times. * To undertake other duties and responsibilities as required from time to time. |

***This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Brighton & Hove Albion FC.***

**Person Specification**

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| **Qualifications** | | **Essential** | **Desirable** |
| **1** | Qualified Teacher Status (QTS) |  |  |
| **Skills, Knowledge & Experience** | |  |  |
| **2** | Experience of teaching and assessing BTEC Level 3 in Sport |  |  |
| **3** | Experience of facilitating NVQ Level 3 |  |  |
| **4** | Recent main-stream GCSE teaching experience |  |  |
| **5** | A basic understanding of the football academy system and the professional football environment. |  |  |
| **6** | IT skills to include a high level of competence using a variety of software programmes |  |  |
| **7** | Creative and engaging presentation skills |  |  |
| **8** | Excellent overall level of numeracy and literacy |  |  |
| **Attitude/Behaviours** | |  |  |
| **9** | A “can do” attitude |  |  |
| **10** | Presents solutions rather than problems |  |  |
| **11** | A genuine team player |  |  |
| **Personal Qualities** | |  |  |
| **12** | A dynamic, hardworking and enthusiastic individual |  |  |
| **13** | Excellent interpersonal and communication skills |  |  |
| **14** | Proactive attitude within the role |  |  |
| **15** | Quality focus – takes responsibility for ensuring a high quality of work |  |  |
| **16** | Drive and energy – demonstrates enthusiasm and is personally committed to achieving objectives set |  |  |
| **17** | Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement |  |  |
| **18** | A high level of confidentiality |  |  |
| **19** | Meticulous attention to detail |  |  |
| **20** | Flexibility and willingness to learn |  |  |

***Last updated June 2017***