



Job Description and Person Specification

Job Title:	College Football Lead
Line Manager:	Faculty Leader of Physical Education
Based at:	Plume Academy, Fambridge Road, Maldon, Essex CM9 6AB
Job Purpose:	<ul style="list-style-type: none"> • Coaching: to plan and deliver high quality, safe, and enjoyable ability specific coaching sessions that are both structured and progressive. [JAI] • Academic Monitoring: to effectively monitor and track the academic progress and attainment of all members of the Football College. [RCL] • Post-18 Advice and Guidance: to provide bespoke 'Career Education, Information, Advice and Guidance' (CEAIG) for all members of the Football College.
Salary:	<ul style="list-style-type: none"> • Band 4 Point 31-34, Working 39 weeks per annum Term Time Only • Actual Starting Salary £14,603 Per annum
Hours:	<ul style="list-style-type: none"> • Monday – 1.00 pm – 5.00 pm • Tuesday – 1.00 pm- 5.00 pm • Wednesday – 11.00 am – 5.00 pm • Thursday – 1.00 pm – 5.00 pm • Friday – 1.00 pm – 5.00 pm
	<ul style="list-style-type: none"> • Total Time Paid – 21.5 hours per week

Key Responsibilities and Accountabilities:

Monitoring Academic Progress and Attainment

- to effectively monitor and track the academic progress and attainment of all members of Football College in association with the SLT Lead for College
- ensuring that the progress and attainment of Plume Football College students is closely monitored in relation to target grades
- ensuring that they set high expectation for the academic achievement of these students
- ensuring that students realise that their academic attainment is their highest priority
- ensuring that they liaise with the Faculty Leader for PE, SLT Lead for College, or Assistant Head of Year regarding any concerns they have or any other relevant issues
- ensuring that those students who miss lessons due to Football College fixtures liaise with staff and complete any work missed within three days.

Student Development

- to provide bespoke CEAG to students including clear pathways into potential employment within football at a local, regional, county and national level, scholarships or university placements
- to ensure all Plume Football College students are aware of employment and educational opportunities available upon completion of their studies at Plume College
- to increase potential pathways and links for progression into Football based routes for Football College students to aspire to
- to produce a clear and progressive leadership programme within the Football College which provides opportunities for students to take on new roles and responsibilities (e.g. Peer Mentoring, club and pitch captains etc.)
- to oversee, monitor and set high expectations and role model behavior for all members of the Football College, thereby creating independent driven students that have a positive influence on the academy and the Maldon Community.

Expansion – Attracting Internal and External Students

- to lead on the promotion of the Football College including at the annual College Open Evening.
- To effectively promote, organise and deliver a Plume Football College trial session for all Year 11 students in October in addition to any promotional events throughout the ensuing year
- to successfully attract Year 11 internal students to the Plume Football College by regularly communicating with them in assemblies and at other relevant times
- to successfully attract external students by writing to all Mid Essex Head of Year 11 and Head's of PE (**deadline October 2020**)
- to successfully attract external students by liaising with the U16 Managers of local clubs including Heybridge Swifts FC, Heybridge Youth, Maldon Saints and Maldon Town FC. In addition to any other local clubs (e.g. Chelmsford City and Tiptree) in the area thereby promoting Plume Football College
- to successfully attract external students by visiting schools and talking to Head's of Year 11 (e.g. Ormiston Rivers, Sandon, William de Ferrers, Moulsham) To successfully organise and attract external students by scouting students during the Plume Mid Essex Football Tournament (**deadline January 2021**)
- to successfully liaise with the School's Press Officer to ensure that the Football College programme is advertised locally and the dates for the Information Evening and trials are clearly documented
- to ensure that the Plume Football College leaflets are updated, printed and ready to be released to Year 11 students (**deadline October 2020**).

Communicating with Staff, Parents and Students

- to effectively communicate with students regarding their progress and attainment

- to effectively communicate with parents regarding the progress and attainment of their child
- ensuring that teaching staff are made aware of any forthcoming fixtures at least 48 hours before the match
- to keep up to date registers for all activities and ensure the College Manager is aware of any student absence
- ensuring that weekly meeting is held for Plume Football College students to discuss their progress, attainment and set future targets
- ensuring that they liaise with the Faculty Leader for PE and the SLT Lead for College / Assistant Head of Year 12/13 on a weekly basis to discuss relevant Football College issues and concerns
- to contribute to the PE Faculty Newsletter about Football College issues on a weekly basis
- to document weekly outlines of training and registers of students who attend each session, and discuss with the Faculty Leader for PE
- to successfully organise the 2021 football tour to Sweden (Gothia Cup).

Training Opportunities and Competitive Opportunities

- to deliver football coaching sessions appropriate to the age and ability of the participants (principally these will be four afternoons per week)
- to manage and organise Football College fixtures on a Wednesday afternoon's (regional, county and national cup competitions) including transport and ensure all players are informed and available to play in line with College protocols. *(his may include one or two team members dependent on the size of the cohort being available)*
- ensure that training sessions are planned and clearly structured in line with the needs of the team
- to produce and evaluate session plans for all activities including pre-season sessions
- ensuring that attendance at these sessions (and fixtures) are monitored, registers taken and any non attendee's pursued
- ensuring that all students receive individual training and fitness plans which are evaluated and amended on a half termly basis
- to liaise with Finance and ensure that all transport is booked well in advance of fixtures
- ensure that all Football Colleges Fixtures are organised and run effectively, and that the College is entered into appropriate National, County and District competitions
- nominate students for County trials and/or National trials and/or appropriate trials with relevant clubs
- ensure that an electronic record is kept of all fixture results and relevant student performance.

Ethos and Environment

- to assist with KS3 and KS4 football fixtures including the effective delegation of Football College students to referee games and assist with coaching sessions
- to manage and organise the ordering and delivery of the College football kit in time

- ensure that the necessary sanctions are put in place should students miss any compulsory post-16 meeting
- ensure that all Football College students adhere to the School policy regard internet use
- ensure that all Football College students make appropriate use of their study periods
- ensure that all Football College students dress appropriately for lessons, fixtures and any other school events
- ensure that all Football College students engage in whole school events if and when requested
- ensure that the quality of appearance and order of their teaching area is of a high standard
- to adhere to Health and Safety Procedures
- to adhere to national governing body guidelines

Staff Development

- participate in staff development activities in line with whole school continued Professional Development procedures
- to attend training courses and to take responsibility for his/her continuing professional development as required
- to investigate ways of delivering Referees Course, FA Child Protection Course, FA First Aid Course and FA Coaching Badges, in the summer term and ensure these opportunities are in place by ***September 2021***
- to investigate ways of securing external sponsorship and ensure that this funding is in place by ***September 2021***

Whole School

- promote the general progress, health and well-being of individual students in the Football College team
- liaise with the School Press Officer to highlight the progress of the team including regular fixture results and player profiles to in order to raise the profile of Plume Football College
- ensure that the progress of the Football College is also highlighted on the school website
- to carry out risk assessments and report any incidents / accidents immediately
- to follow the academy's safeguarding and child protection guidelines
- to ensure that the academy equipment is in good working order and assembled properly. If not, to report any equipment that needs attention to the Faculty Leader for PE
- to ensure that the academy's Codes of Conduct are fully adhered to.

The Trustees of Plume Academy remain fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification – College Football Lead

Personal Specification	Description	Essential	Desirable
1. Qualifications	<ul style="list-style-type: none"> FA Level 2 Coach UEFA B License qualified coach UEFA A License qualified coach Safeguarding and Protecting Children & Vulnerable Adults Emergency First Aid qualification Member of FA Licensed Coaches Club 	* * *	* * *
2. Experience	<ul style="list-style-type: none"> Planning and delivering coaching sessions Coaching children and young people Working with and in schools Coaching adults Running football tournaments 	* * *	* *
3. Knowledge	<ul style="list-style-type: none"> Sound understanding of the rules and tactics of Football Understanding of a school environment Understanding of the Fitness Training Principles Knowledge of working with post-16 students 	* * *	*
4. Technical Competencies			
IT	<ul style="list-style-type: none"> Competence in the use of Word, Excel & PPT Competence in the use of social media for marketing purposes Experience of using databases 	* *	*
Communication	<ul style="list-style-type: none"> Excellent verbal, written & presentation skills Comfortable in working with a wide and diverse range of different people 	* *	
Analysis and Problem Solving	<ul style="list-style-type: none"> Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solution which meet the academy's needs. 	*	
5. Core Competencies			
Planning and Project Management	<ul style="list-style-type: none"> Able to evaluate successes and areas for development 	*	
Customer Services	<ul style="list-style-type: none"> An understanding of delivering highly customer facing services and solutions Understanding the football related, academic and pastoral requirements for the students within the academy 	* *	
Leadership	<ul style="list-style-type: none"> Transmission of the academy's vision Effective ability to motivate others 	* * *	

	<ul style="list-style-type: none"> • Acts as a role model with behavior consistent with the vision of the academy 		
6. Personal Attributes	<ul style="list-style-type: none"> • Self-driven and motivated • A clear drive to produce high quality work • Flexible, adaptable and a positive attitude • An excellent communicator 	* * * *	
7. Other	<ul style="list-style-type: none"> • Full Driving License • Able to drive a mini bus • Own transport 		* * *

Job Description – To be reviewed at the end of 2020-2021 academic year.