**Job Title:** Sporting Excellence Professional Coordinator

**Responsible to:** LFE – Academy Manager and Academy Head of Education

**Responsible for:** ClubCoordination and delivery of the SEP programme

**Location:** New Malden, Surrey and London SW18 Position: Lead Academy

**Hours:** Part Time: 12 – 18 a week Salary: available on request

**Overall purpose of role:**

Working with the Club staff and LFE, you will oversee the design, delivery and monitoring of the Sporting Excellence Professional Apprenticeship Standard.

**Main key tasks and responsibilities to include:**

* In line with published SEP learning content and evidence requirements, develop a robust curriculum delivery model and corresponding learning plans to deliver the programme.
* Coordinate the planning and delivery for the Sporting Excellence Professional Apprenticeship standard.
* Deliver learning that focuses on developing competence in accordance to the curriculum deliver model, the ILP’s within a supportive environment. Support football club staff in the processes and documentation required for the programme and liaise with club staff to obtain evidence required for EPA.
* Ensure SEP progress reviews are completed and uploaded onto LFE’s EMS by the deadline date agreed with the relevant LFE Regional Officer.

**Person Specification**

**Education:**

Essential

* The L4 Certificate In Education and Training

Desirable:

* Degree or equivalent qualification in sport.
* Recognised post 16 F.E recognised teaching qualification
* Recognised management qualification

**Knowledge and Experience of:**

Essential:

* The Football or Sport Industry
* Broad education experience FE or WBL
* ASE framework/SEP Standard specifications
* Teaching learning and Assessment
* LFE Internal Quality Assurance

**Personal Aptitudes:**

Essential:

* Evidence of relevant CPD
* Enthusiasm
* Flexibility
* Confidentiality
* Effective Team Player