Job Profile and Employee Specification

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| Job title: | Sporting Excellence Professional Coordinator |
| Reporting to: | The Head of Education (Academy) and Academy Manager |
| Responsible to: | LFE – Academy |
| Location: | KCL prime location and Southfields Academy |
| Hours: | 14 hours p/w Monday & Friday for 10 months of the calendar year |
| Salary: | £6000 per annual (*12 months of the year)* |
| Job purpose: | Working with the Club staff and LFE, you will assist the HoE in the design, delivery and monitoring of the Sporting Excellence Professional Apprenticeship Standard. |

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| Tasks and responsibilities | |
| **1** | In line with published Sporting Excellence Professional Apprenticeship (SEP) learning content and evidence requirements, assist the Head of Education (HoE) to develop a robust curriculum delivery model and corresponding learning plans to deliver the programme. |
| **2** | Coordinate the planning and delivery for the SEPS Apprenticeship standard. |
| **3** | Deliver learning that focuses on developing competence in accordance with 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 SEP EPA. |
| **4** | Ensure SEP progress reviews are completed and uploaded onto LFE’s EMS by the deadline date agreed with the relevant LFE Regional Officer. |
| **5** | Deputise for the HoE at meetings and conferences as required. |

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| Education | |
| **1** | Essential - The L4 Certificate in Education and Training |
| **2** | Degree or equivalent qualification in sport (desirable) |
| **3** | Recognised post 16 F.E recognised teaching qualification (desirable) |
| **4** | Recognised management qualification (désirable) |

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| Knowledge and Experience of: | Personal Aptitudes: |
| 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 | Essential:   * Evidence of relevant CPD * Enthusiasm * Flexibility * Confidentiality * Effective Team Player * Self-driven * IT literate * Car owner/driver |