

## **League Football Education**

### **Job Description**

<b>Job Title:</b>	Apprenticeship Regional Officer
<b>Job Holder:</b>	
<b>Responsible to:</b>	SMT Line Manager
<b>Responsible for:</b>	A caseload of apprentices and football Clubs

### **Overall purpose of role:**

Regional Officers are allocated a caseload of apprentices and football clubs, which may change from time to time. The Regional Officer's role is to ensure that each apprentice has a quality assured training programme which meets the contractual requirements of the funding agencies and the requirements of LFE.

The following information sets out the specific areas of responsibility that should be covered by a Regional Officer in carrying out these duties:

### **Key Tasks and Responsibilities:**

#### **1) Curriculum Management**

- Ensure impartial clear information, guidance and support is provided to apprentices and their parents to enable effective enrolment onto the Sporting Excellence Professional (SEP) apprenticeship programme.
- Ensure, in consultation with clubs, that an initial educational assessment of each apprentice's football, education and personal development starting point is carried out and recorded. This will include screening for ALN and ASN.
- Complete a final assessment of each apprentice's academic/vocational ability and, in consultation with clubs, place each apprentice on an appropriate off the job education programme.
- Ensure inductions to the Sporting Excellence Professional Programme are carried out in accordance with LFE Induction policy and procedure.
- Closely monitor the SEP apprenticeship education programme to ensure the provision is meeting the needs of the apprentice and LFE's quality assurance requirements.
- Ensure learners are achieving and progressing by closely monitoring the clubs' Sporting Excellence Professional apprenticeship curriculum delivery plan and the SEP, BTEC, FS, English and Maths and personal development curriculum milestones that have been agreed.
- Formally monitor SEP learner progress on a regular basis via the EMS reporting function and individual apprentice progress review meetings.
- Ensure stakeholder review contributions are timely and follow LFE Stakeholder Contributory Review guidelines.

- Deliver pre-review presentations to raise awareness of key themes and topics e.g. post-apprenticeship pathways, Fundamental British Values & Radicalisation and Extremism, in line with LFE agreed operational process.
- Working closely with the National SEP, BTEC and English and maths Curriculum Managers, ensure a high level of support is provided to apprentices, Head of Education, Multi-Disciplinary Team, SEP Coordinator, education partners (i.e. BTEC / A-Level tutors) and Functional Skills tutors within your caseload via both informal visits to clubs and formal meetings to ensure that the SEP apprenticeship training and education programme is of the highest quality.
- Liaise with the relevant PFA regional coaching team to ensure effective delivery of the UEFA C Coaching Qualification.
- Endeavour to ensure apprentices are protected from abuse/neglect by promoting and implementing the LFE Safeguarding Policy.
- Deal effectively with any disclosures from apprentices, reporting all incidents, including low-level concerns as per the policy.
- Liaise with clubs and education partners to ensure apprentices learn in a safe and appropriate environment that is conducive to learning.
- Ensure all apprentices are supported throughout their learner journey.
- Support and monitor the Club Academy Education programmes from U9s - U21s as appropriate and in line with LFE's key processes (i.e. Training Model Questionnaire, LFE Standards Support Visit and Hybrid Support Visit) and as required by the EFL Youth Development rules and regulations of the Professional Game Academy Audit Company (PGAAC).
- Liaise and support the club with any actions/recommendations as a result of a PGAAC audit (Safe to Operate, Compliance and Full Assessment). Keep a documented record of these outcomes.

## **2) Partnerships**

- At all times, support, promote and help to maintain the LFE partnership with The English Football League (EFL) and The Professional Footballers Association (PFA).
- Ensure that all club personnel and learners are kept up to date with the services offered by the PFA.
- Work with the EFL Youth Development Regional Managers and Safeguarding Regional Officers where relevant to support the apprentices and clubs within your portfolio.
- Maintain a high level of integrity, thereby promoting trust and confidence in all our partners.

## **3) Management Requirements**

- Agree, in consultation with LFE's Senior Management Team, the curriculum delivery model for each club in your portfolio of clubs.
- Ensure that key processes are carried-out to the required standard and completed in a timely manner to the required standard, as indicated within the Operational Calendar.
- Manage and coordinate a caseload of apprentices and clubs and establish professional working relationships with apprentices, clubs and education partners involved in delivery of the programme.

- Support and promote the Transition work undertaken by LFE.
- Support the Quality Team in all aspects of monitoring and evaluating the work undertaken by LFE.
- Support the quality improvement strategy and be committed to continuous improvements in the standard of your work.
- Complete Club Risk banding in a timely manner, as per RO guidance.
- Ensure wherever possible that the quality of the apprentice welfare, success and experience is positive and remains the focus of your activity.

#### **4) Other Requirements**

- Contribute as appropriate to the business planning process, operational & development plans, the QIG, SAR, DAP and other strategic and operational issues.
- Be familiar with, and prepared to embrace LFE's Mission and Vision.
- Attend LFE staff meetings at Head Office in Preston or agreed other locations as required.
- Undertake other duties or cross curriculum projects as reasonably requested.
- LFE is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.
- LFE is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment and promote the welfare of these groups.
- This role requires Enhanced Disclosure and Barring Service Checks and is exempt from Rehabilitation of Offenders Act (1974). Applicants will be asked about any previous convictions, cautions, reprimands that are considered 'unspent' as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (Amended 2013). Background checks and an enhanced DBS will be required as appropriate to the role and any offer will be subject to the receipt of satisfactory checks.
- Fully engage with the LFE appraisal process, ensuring that:
  - training and development objectives are identified and best endeavours are made to achieve them
  - job performance targets are identified, and best endeavours are made to achieve them

**Date of Issue:** December 2022

**Date Revised:** February 2025

## Person Specification

### Regional Officer

	Essential	Desirable	Assessment
<b>Qualifications</b>			
Degree or equivalent qualification in a sports related qualification	<b>X</b>		Application
Recognised teaching qualification (QTS)	<b>X</b>		Application
Assessor		<b>X</b>	Application
SEP end point assessment qualification		<b>X</b>	Application
<b>Knowledge and Experience of</b>			
The football or Sport Industry	<b>X</b>		Application/Interview
Broad Education Experience FE or WBL	<b>X</b>		Application/Interview
SEP Standard / ASE framework		<b>X</b>	Application/Interview
Teaching, Learning and Assessment	<b>X</b>		Application/Interview
Internal Quality Assurance		<b>X</b>	Application/Interview
WBL assessing in the sports Environment		<b>X</b>	Application/Interview
Action planning	<b>X</b>		Application/Interview
Supporting apprentices / learners	<b>X</b>		Application/Interview
Negotiating contracts		<b>X</b>	Application/Interview
<b>Awareness of</b>			
Quality improvement	<b>X</b>		Interview
Equality and Diversity	<b>X</b>		Interview
Safeguarding	<b>X</b>		Interview
Health and Safety legislation	<b>X</b>		Interview
Evidence of CPD	<b>X</b>		Application/Interview
<b>Skills</b>			
Excellent Communication skills	<b>X</b>		Interview
Excellent presentation skills	<b>X</b>		Application/Interview
Able to negotiate effectively		<b>X</b>	Interview
Able to facilitate and achieve objectives through other people	<b>X</b>		Interview
Completer-finisher skills	<b>X</b>		Interview
Computer Literate	<b>X</b>		Interview
Report Writing	<b>X</b>		Interview
Able to use initiative	<b>X</b>		Interview
Able to work with apprentices	<b>X</b>		Interview
Able to work with senior managers at education providers and football clubs	<b>X</b>		Interview
<b>Personal Aptitudes</b>			
Enthusiasm	<b>X</b>		Interview
Flexibility	<b>X</b>		Interview
Effective Team Player	<b>X</b>		Interview
Car Driver	<b>X</b>		Application
Ability to work from home – self driven	<b>X</b>		Interview