



Port Vale Football Club

Sport Excellence Professional (SEP) Coordinator

Due to the expansion of our education provision, we are seeking to appoint an enthusiastic and dedicated person to work within the Education setting at Port Vale Football Club.

Working with club education staff and League Football Education, you will assist the Head of Education and lead the design, delivery and monitoring of the SEP Apprenticeship Standard

You will have the potential to teach on our higher education provision, delivering lectures, seminars and tutorials for our Foundation Degree programme. There is also the opportunity to coach one of our football teams in daily training sessions and manage them in weekly league/cup fixtures.

Essential Criteria and Skills

- Educated to Degree level (Sport related)
- Previous Football and Education program delivery experience
- Knowledge of ASE framework/ SEP standard specifications
- Valid Enhanced DBS check
- FA Safeguarding Children Certificate (will be expected to attain)

Desirable Criteria/ Skills

- FA Level 1
- Other sports qualifications
- Previous experience working as an educator in a professional football club.
- PGCE
- Previous experience in an academy
- Excellent interpersonal skills
- Excellent organisational qualities

Closing date for applications is Friday 13th May 22. You can apply by clicking the link below:

<https://hr.breathehr.com/recruitment/vacancies/22962?id=22962&identifier=portvalefootballclub>

If you have any questions regarding the role, please contact Academy Operations Manager Billy McClure at billy.mcclure@port-vale.co.uk



Port Vale Football Club

SEP Coordinator (Academy)

Job Description

Job Title: Sporting Excellence Professional (SEP) Co-ordinator.

Responsible to: LFE – National Apprenticeship Manager.

Responsible for: Club Co-ordination and delivery of the SEP programme.

Term: Part-time

Salary: Depending on experience and qualifications

Hours: 6-8 hours per week

Overall purpose of role:

Working with PVFC staff and LFE you will oversee the delivery, implementation, and monitoring of the Sporting Excellence Professional Apprenticeship Standard (SEP).

Key tasks and responsibilities to include:

On programme

- Co-ordinate the planning and delivery for the Sporting Excellence Professional Apprenticeship standard (SEP).
- In line with published SEP learning content and evidence requirements, implement the SEP curriculum delivery model and SOW to deliver the programme.
- Undertake SEP start point competence-based assessment to inform the development of the KSB's.
- Deliver learning that focuses on developing SEP Knowledge, Skills and Behaviour (KSB's) and the development of English and Maths in accordance with the SEP curriculum delivery model within a supportive environment.
- Oversee the completion of BKSBS online Maths materials.
- Undertake regular formative assessment of apprentices to ensure new KSBs are being developed and learners are making timely progress towards the 'gateway'.
- Support football club staff in the processes and documentation required for the programme and liaise with club staff to obtain evidence required for EPA.
- Help prepare apprentices for EPA including building their portfolio and undertaking mock Tests, Practical Observations, and Interviews

Gateway

- Participate in decisions with Club and LFE IQA Staff on apprentices to passing through the gateway and undertaking EPA.
- If required uploading apprentice evidence onto the external awarding bodies EPA IT system.
- If required in consultation with LFE appointing external staff to invigilate the multiple online knowledge test.
- Carry out assessment duties until EPA has taken place and apprentices have successfully completed their EPA.
- Manage any additional learning required for apprentice EPA re-takes.
- Ensure apprentices' safety and well-being during the assessment process.

Training and Development

- Attend all LFE SEP CPD training events and the SEP Co-ordinators Annual Conference.
- Attend LFE SEP Co-ordinators standardisation meetings.

Quality

- Contribute to LFE's internal quality assurance process.
- Ensure SEP progress reviews are completed and uploaded onto LFE's EMS by the deadline date agreed with the relevant LFE Regional Officer.
- Be available for LFE observations as requested by LFE.

Equality and diversity

- Embrace the principles of, and promote, equality of opportunity for apprentices always.

Other

- Under copyright law, not reproduce, distribute, or use LFE's materials without prior permission from LFE.
- Upon request, provide LFE with a copy of your most recent Disclosure and Barring Service ('DBS') Check or be prepared to undertake DBS Check in respect of this role.

Any other duties

- Undertake other occasional duties as reasonably requested.

Person Specification
Sporting Excellence Professional Co-Ordinator 2021-22

	Essential	Desirable	Assessment
Education Degree or equivalent qualification in sport. Recognised post 16 F.E recognised teaching qualification.		X	Application Application
The L4 Certificate in Education and Training Recognised management qualification	X	X	Application
Knowledge and Experience of The Football or Sport Industry Broad education experience FE or WBL ASE framework/SEP Standard specifications Teaching learning and Assessment LFE Internal Quality Assurance Supporting apprentices throughout their programme Supporting LFE SEP quality visits and addressing issues raised as a result / action planning. Ofsted Inspections in a club re TL&A	X X X X X X X X		Application + Interview + Existing Knowledge of Applicant
Awareness of and commitment to Quality improvement Equality and diversity Safeguarding Health and Safety Continued Professional Development	X X X X X		Application + Interview + Existing Knowledge of Applicant
Skills Excellent communication skills Excellent presentation skills Keen attention to detail Able to negotiate effectively. Able to facilitate and achieve objectives on own and through other people. Completer-finisher skills Computer Literate Chair / lead meetings Planning & project management Ability to sort problems / complaints. Report writing Able to use initiative. Able to work with Academy Club staff and across Academy Departments. Ability to work with LFE and external agencies (if required)	X X X X X X X X X X X X X X X		Interview plus Existing Knowledge of Applicant
Personal Aptitudes Evidence of relevant CPD Enthusiasm Flexibility Confidentiality Effective Team Player Self-driven	X X X X X X		Interview plus Existing Knowledge of Applicant