



## Academy Manager/Teacher/Coach

**LOCATION: TBC**

**REPORTS TO: Curriculum Manager**

Come to work at SCL, have fun, feel inspired and be inspiring! Every single person who works at SCL is making a difference in our local communities and having a huge impact on children and young people's lives.

Founded in 1999, SCL is the UK's largest provider of education and skills training within the sports and active childcare sector working with grassroots Academies through to Premiership Football Clubs such as West Ham Foundation, Premiership Rugby, and Elite Cricket Clubs, positively impacting the future prospects of children and young people.

When you join us, you will see that working for us is more than just a job - you will be part of a team who have built a highly successful, fast-growing business.

Working closely with SCLs Curriculum Manager and all site SCL teachers, Academy Manager is responsible for the management of the Sports Enrichment programme as well as the sports coaches positioned at their site. In addition, the Academy Manager will have an active role in supporting the consistent delivery of exceptional teaching learning and assessment which maximises learner progress and enhances each learner's opportunity for achieving a positive and sustained destination.

They will be responsible for effectively managing and supporting all sports coaches within their site to ensure that everyone is working together to achieve the best outcome for SCL and our learners.

This will include creating operational plans as well as ensuring quality is managed and service delivery supports the business strategy, goals, and objectives.

### Quality of Education

- Consistently deliver SCL's unique 'Curriculum Intent', playing a vital role in achieving the following for each individual learner:



*We use the 'Power' and 'Principles' of Sport to engage individuals into education so that they can:*

- Rapidly improve their academic skills, emotional wellbeing, mental toughness, and physical health ('stand out from the crowd').*
- Enhance their preparation for higher level study and/or work.*
- Inspire them to make positive decisions for life.*
- Have a clear and ambitious vision for providing high-quality, inclusive education and training to all.
- Focus on improving sports coaches' knowledge and skills to enhance the delivery of Sports Enrichment.
- Ensure that all learners, including those with SEND and high needs, and disadvantaged learners, get the information, advice, guidance, and support to achieve their next steps and progress to positive destinations.
- Engage effectively with their community, including, where relevant, with parents/carers, employers, local services, and organisations responsible for local and regional economic planning.
- Support in forging relationships within the community/region with organisations to provide meaningful work experience.
- Engage with their staff and are aware and take account of the main pressures on them. Have realistic and constructive way to manage staff, including their workload.
- Protect staff and learners from harassment, bullying and discrimination.
- Ensure an effective culture of safeguarding that enables staff to: identify, help and protect learners who may need early help or who are at risk of neglect, abuse, grooming, exploitation, radicalisation or extremism; help learners to reduce their risk of harm by securing the support they need, or referring in a timely way to those who have the expertise to help; and manage safe recruitment and allegations about adults and learners who may be a risk to other learners and vulnerable adults.
- Effectively lead and manage the team to ensure all sports coaches achieve and exceed Quality of Education KPI's.
- Supporting and contributing to the high-quality delivery of each learners' English and Maths development as well as each learners Tutorial Programme, ensuring attendance, participation and progress within these key study programme areas is high (using sport as an effective vehicle to influence and inspire).
- Effectively manage any agreed Sports Competition activity in line with SCL expectations RE: learner engagement in competition versus sport education performance.
- Ensure learners have up to date information regarding E&M exam dates & venues and are of JCQ regulations.
- Complete 'License to Invigilate' for FS & mock exams
- Manage the health and safety of the site and activities

#### **People / Team Management**

- Ensure the site is operationally sound, resourced and functional as per contract requirements.
- Constantly monitor, support, inspire and manage sports coaches' performance to ensure the quality of Sports Enrichment is 'outstanding'.
- Monitor and support E&M specialists in delivery of E&M programs



**SCL**  
ACTIVE



**SCL**  
EDUCATION



**SCL**  
PROFESSIONAL

Monitor & Support appointed SEND staff/LEADERS support in your club

- Be responsible for monitoring any training needs as identified and ensuring that the relevant level of training, development and coaching is available to all team members.
- Ensure that company policies are implemented consistently and fairly.
- Be responsible for the day-to-day management of all sports coaches ensuring high performance and productivity levels are always maintained and targets are met.
- Monitor staff development action plans to ensure all sport coaches are engaging with and meeting their own individual improvement areas.
- Control and keep to expenditure budget and make cost savings where appropriate.
- Ensure Appraisals and PDPs are completed, actioned, and recorded appropriately.
- Ensure all sport coaches admin is completed accurately and on time.
- Work with other managers within the department to ensure the department functions smoothly as one.

### Management Information

- Undertake internal process reviews and produce recommendations to ensure service delivery is optimised.
- Report to the Curriculum Manager on a monthly basis, ensuring operational performance is monitored and where necessary improved.
- Collate, analyse, and report on the regions KPI 's, ensuring targets are achieved.

### Curriculum

- To contribute to the development of innovation in the design and delivery of the Sports Enrichment curriculum in relation to government policy and business needs
- Implement strategies to achieve excellence in sports coaching.
- To monitor and formally review the sports enrichment curriculum, its delivery and effectiveness within your site.
- Implement E&M strategies to enable learners to have best opportunity to gain E&M qualifications
- Ensure the continued improvement of achievement rates, high grades, and positive destinations to be inline and above national benchmarks.

### Quality

- Deliver robust and accurate quality assurance activity, including observations and deep dive activity, to measure site quality of sports enrichment and rapidly drive forward quality improvement activity.
- Effectively lead and manage the team to ensure all tutors achieve and exceed Quality KPIs'.
- Adhere to compliance requirements of funding bodies & Lead Providers.
- Ensure all sports coaches is completed accurately and on time.
- Participate in in-service training as part of continuing professional development (CPD)
- Attend/Lead team meetings to monitor, review and evaluate provision.
- To monitor team quality standards & tracking results within site
- Work with Quality Improvement Lead for Sports Enrichment to ensure Business is prepared for any inspections from our Lead Providers, External Compliance Auditors and/or OFSTED.
- To contribute to the Quality Review Process and SAR for the business



- To contribute to business Quality Improvement Plan (QIP) and ensure actions are met as required.
- To manage own personal development in line with agreed annual performance objectives.
- To liaise with Curriculum Managers, to maintain detailed analysis of student attendance, progression, and achievement.
- Ensure best practice is shared and that they are a reliable source of knowledge.

### **Projects**

- Such other duties as the management may from time to time reasonably require.

### **Account Management and Financial Management**

- Working closely with SCL and the site coaching team, take the lead for learner recruitment activity including school engagement events, marketing, sport camps, trials, after school clubs etc. to ensure your site achieves required/targeted post census learner start enrolment numbers (following SCL recruitment policies and processes)
- Contribute to the effective delivery of annual revenue, margins and financial KPIs.
- Ensure contract agreements are honoured and key stake holders are happy with the service.
- Maximise opportunities to increase revenue for the site.

### **Admin**

- Adhere to compliance requirements of funding bodies & Lead Providers.
  - Familiarise self with the client's policies and procedures.
  - Manage site on all course and general administration requirements.
  - Management and reporting of student attendance
  - Management and reporting of student behaviour
  - Learner reports in line with customer or SCL requirements
  - Complete risk assessments for the practical/sports enrichment space and action as appropriate
  - General course administration
  - Report and update HR system with all internal training and qualifications obtained.
  - Record absence for team members
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- At least UEFA B coaching qualification
  - Minimum of 3 years' experience within an associated/similar role.
  - Proven experience of providing an outstanding sporting experience.
  - Experience of commercial and business development including building relationships with key employer links, universities, and other stakeholders.
  - Experience meeting challenging KPIs in a complex setting.
  - Exceptional communication skills.
  - Experience of and an ability to co-ordinate sports curriculum development, planning and delivering outstanding quality assurance and improvement.
  - Experience of meeting students' needs and impacting positively on the student experience.



- Proven experience of effectively managing teams to deliver challenging KPIs and high-level performance
- Ability to cultivate an aspirational culture in which the team and students can thrive and grow.
- Strong motivation to lead the achievement of outstanding.
- Ability to plan, communicate and problem solve effectively.
- Excellent communication skills both written and oral
- Strong influencing skills
- Ability to work under pressure and meet deadlines.
- Self-managing/reflective
- Ability to act as an ambassador for SCL with a range of external organisations, stakeholders, and the community.
- An understanding of Safeguarding of Children & Vulnerable Adults within the workplace
- Full commitment to Equal Opportunities and anti-discriminatory working practices

- You are enthusiastic.
- You will always go the extra mile.
- You have a “make it happen” attitude.
- You deliver on your promises.
- You are a positive role model.
- You always place the customer at the heart of everything you do.
- You realise by working as team we are stronger together.

- **Attractive benefits for you and your family** - We offer Life Assurance, Income Protection and reimbursement for dental, optical and alternative health therapies to all our staff.
- **An exciting and rewarding employee recognition scheme** - We make sure excellence is recognised and give our stars a very special VIP experience at our annual awards.
- **Outstanding internal promotion prospects**
- **Investment and Training** - We are dedicated to developing you to reach your potential.
- **Companywide Socials** - A chance for the entire company to get together.
- **Excellent Staff discounts on SCL services** - Opportunity to save on childcare costs at SCL provisions.

**The safety and welfare of children is paramount to SCL, all applicants will be subject to thorough background checks to ensure their suitability to work with children. These will include, but are not limited to; reference checks, police checks, DBS checks and qualification checks.**