



<b>Department</b>	Academy
<b>Job Title</b>	Head of Boarding FTE
<b>Salary</b>	Commensurate with Experience & Industry Standard
<b>Contract type</b>	Permanent
<b>Hours</b>	As required to complete the demands of the role
<b>Responsible for</b>	Academy Boarding & Pastoral Care
<b>Responsible to</b>	Academy Manager
<b>Location</b>	Operational venues subject to the demands of the role
<b>Regular working hours</b>	The post holder will be expected to work unsocial hours as part of an irregular working pattern. Annual leave is strictly restricted within key days.

#### **Purpose of the role**

Lincoln City FC are inviting applications from a couple or individual to manage our Boarding House for our Scholars (aged 16-18) at Lincoln Minster School.

The successful candidate(s) must have a passion for positively influencing young people, promoting holistic development and wellbeing, offering pastoral care and supporting their football and academic demands. The ideal candidate(s) would be positive role model(s), with excellent communication, organisation, and management skills. They will support all Club safeguarding policies and procedures.

They will live within the Boarding House, managing the daily operations under the guidance and support of senior Academy Staff.

For the right candidate(s), the role will command a competitive salary, rent free accommodation in a self-contained flat within the Boarding House, evening meals, utilities, and the chance to make a positive difference in the lives of our potential First Team players.

For more information or to formally apply for the role, please contact our Academy Manager, Jordan McCann, via email to [jmcc@theredimps.com](mailto:jmcc@theredimps.com).

Closing Date – 31<sup>st</sup> May 2020

#### **Key Duties and Responsibilities**

The post-holder(s) will manage the day to day operation of the Scholar Boarding House and will play an active role in supporting each Scholar's pastoral care and academic requirements including but not limited to;

Dynamic, forward-thinking, and outward-looking leadership of the Boarding House on a day to day basis. Leadership and development of Boarding which supports the philosophy, aims and policies of the Club, and promotes a high level of achievement in all areas of the Scholar's life.

Verbal communication skills to ensure that parents/guardians are well informed about the Club's Boarding policies and all aspects of the care and welfare of the Scholars.

Written communication skills to ensure that parents/guardians receive regular termly reports on the progress of each Scholar in terms of their living arrangements and conduct within the Boarding House.

Establish, publicise, and maintain a routine for the Scholars at the Boarding House to include morning/evening/meal and study-times.

Management of the cleaning and maintenance within the Boarding House including a cleaning rota for kitchen, living room, laundry, bathrooms and bedrooms.

Establish and manage a rota of Academy Staff to cover the supervision of Scholars at all times.

Ensure the Club's compliance with the regulatory requirements of the National Minimum Boarding Standards and to liaise with the Academy Safeguarding Lead (LMS & LCFC) in preparation for any ISI, EFL, United Learning, PGAAC or external inspections.

Be familiar with, and develop further, a working knowledge of relevant legislation including the Children's Act, Child Protection Act, Human Rights Act, Health & Safety at Work Act and the legal rights of children/young people.

Ensuring a visible and active presence in the Boarding House in order to develop an appropriate professional and supportive relationship with all Scholars.

Keep the Academy Safeguarding Lead and other appropriate Academy Staff informed of pastoral issues relating to any pupil in the Boarding House, and manage these in conjunction with the Academy Safeguarding Lead.

Inform and consult with the Academy Safeguarding Lead/Academy Manager of serious player breaches of discipline or good conduct and maintain a record of any significant incident, including potential disciplinary outcomes.



Ensure that medical matters are dealt with appropriately in line with Lincoln City SOP Protocol and Practices, liaising with the Academy Head of Sports Science & Medicine, Club Doctor and the Scholar's parents/guardians as appropriate.  
Ensure that all appropriate registration/attendance/absence records are kept for all Scholars including clear whereabouts of Scholars during evenings and weekends.

Responsible for the annual review and update of the following standard operating procedure, staff handbook and care & action plans with the Academy Operations Manager.

Carry out fire practices in the Boarding House in accordance with the Club's policies and maintain a record of fire practices.

Liaise with the Academy Operations Manager/ Health & Safety officer to carry out risk assessments in order to ensure that all matters related to the safety, welfare and security of the Scholars are fully met.

Liaise with the LMS Estates Team and Site Supervisor in all matters relating to the maintenance of the Boarding House.

Ensure that Scholars' views and feedback are collected on a regular basis through questionnaires and representative weekly meetings.

Attend relevant Lincoln City FC and Lincoln Minster School meetings as required.

Establish a rota of Academy Staff to cover the supervision of Scholars at all times.

## **Vision & Values**

Lincoln City Football Club expects all post holders work in alignment to a set of core values in line with over overall vision and ambitions. This vision is to provide a successful and sustainable football club that will form an integral part of the wider local community.

### **How do we achieve our Vision?**

- By encouraging active and ongoing involvement and support from the local community
- By communicating openly and regularly with all stakeholders
- By maintaining a diverse shareholding with a strong board of directors
- By striving to be financially self-sufficient
- By developing facilities that will help the club achieve its vision and benefit the city and local communities
- By partnering with local authorities for the benefit of the club and the city
- By partnering with local educational facilities and businesses
- By partnering with other teams, organisations and individuals that share our values
- By employing progressive and innovative management and employees who embrace the vision and values of the club for its long-term benefit
- By providing an attractive, stable and exciting employment option for prospective players and other employees
- By providing an environment where personal development and new ideas are encouraged
- By providing a safe physical environment for employees, fans and visitors
- By employing strong controls and processes to protect the assets and reputation of the club
- By maintaining a Youth Academy that will provide an opportunity for local elite footballers to achieve their potential and provide a resource for the first team
- By regularly reviewing our processes, objectives and philosophies in a dynamic and fast changing world
- By striving to be the best we can
- By believing that impossible is just an opinion

### **Club Values**

Our values are critical to how we achieve our successes. The values are to behave honestly and with integrity and respect in all its dealings, both internally and externally, and to value our long history and traditions and honour those that have served us in the past.

### **How do we maintain our Values?**

- By working together with a common aim for the benefit of the club
- By employing high levels of sportsmanship, both on and off the pitch
- By acting with responsibility, accountability and professionally
- By encouraging innovation and creativity
- By encouraging independent thought and freedom to speak up against wrong doing
- By pursuing the highest possible standards, excellence and attention to detail
- By embracing diversity and different values
- By providing equal opportunity

## **Important information**



The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, road tax and relevant insurance if they are intending to do business mileage for Lincoln City FC. It is the employee's responsibility to ensure up to date documentation is provided to the Club.

Lincoln City FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

This role involves work with young people and may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions at the time of application.

*The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City is an equal opportunities employer.*