



JOB DESCRIPTION

JOB TITLE: PDP Education Manager
DEPARTMENT: Academy
REPORTS TO: Education Manager
LOCATION: Sir Jack Hayward Training Ground, Compton Park
HOURS: 37.5 hours per week, exact hours and days to be agreed, flexibility in this role is essential as it includes evening and weekend work.
DATE: July 2026

We are Wolves. English football's original innovators.

As a founding member of the Football League, we boast one of the richest histories in the beautiful game, shaping modern football while always staying true to our Old Gold roots.

Our purpose is to make our pack proud by uniting our city, inspiring our communities and delivering unforgettable moments.

We challenge ourselves to be brave, embrace new ideas and take ownership of our actions, while earning trust through integrity, respect and humility. United as One Pack, we care for one another, celebrate our differences and work together to achieve more than we ever could alone.

At Wolves, we honour our past while shaping our future. Creating lasting memories for our supporters, our city and each.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all colleagues and volunteers to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk

Job purpose

A key role in the Education Department that will work to support delivery across the apprenticeship programme, having specific delivery responsibilities relating to the BTEC and Sporting Excellence Professional Standard qualifications. The successful candidate will also engage with players and other stakeholders to facilitate effective transition strategies to support players entering and exiting the Professional Development Phase age groups.

Key responsibilities

-  Be an ambassador of the Wolves values and philosophy.
-  Planning, delivery and assessment of the BTEC Sport qualification.
-  Support in the scholar's completion of the Apprenticeship Standard, including preparing players for EPA and Viva requirements.



- 🛡️ Build and maintain links with current education providers, associated partners and stakeholders in the provision of PDP education.
- 🛡️ To maintain and deliver effective learning and ensure that excellent standards are set in classroom management and player behaviour.
- 🛡️ Ensure that the education provision meets the requirements of the apprenticeship programme and its awarding body.
- 🛡️ Plan, implement and monitor a curriculum for completion of all education components of the Scholar programme.
- 🛡️ To liaise with external bodies to ensure the registration and booking of players examinations.
- 🛡️ To support progress of players into education post-scholarship.
- 🛡️ Specific responsibility for ensuring the effective tracking & monitoring of all U16 players, to enable effective transitions into the PDP.
- 🛡️ Lead the induction process for all registered and in-season player transfers.
- 🛡️ To ensure that there is a positive, relevant and an encouraging learning plan in place for each U18 player, with suitable targets.
- 🛡️ Manage and engage Academy staff in the multi-disciplinary delivery of the Apprenticeship Standard.
- 🛡️ Contribute to the multi-disciplinary Player Review process and produce educational reports that support the Player/Parent reviews.
- 🛡️ Develop and contribute to opportunities that aid the holistic development of our players.
- 🛡️ To work as a member of the PDP multi-disciplinary team to provide a joined-up approach in support of each learner.
- 🛡️ Attend relevant meetings and training events as required by the Premier League and other governing bodies.
- 🛡️ Liaise with schools and other stakeholders to support the transition of players progressing from the Youth Development Phase into Professional Development Phase.

General responsibilities

- 🛡️ Compliance with Club policies
 - 🛡️ Compliance with the Club's health and safety procedures
 - 🛡️ Compliance with the Club's safeguarding policies
 - 🛡️ To promote and support the Club's values;
 - **One Pack:** Collaborate, build trust and care for each other.
 - **Be Brave:** Be bold, honest, and embrace challenges with courage.
 - **Raise our Game:** Seek improvement and strive for excellence in everything we do.
 - **Own It:** Act with integrity and take full responsibility for actions and results on and off the pitch.
 - **Stay Humble:** Show respect, listen to others, and leave egos at the door.
 - 🛡️ To work consistently to embed equality & diversity into the Club
 - 🛡️ To undertake such other duties as may be reasonably expected
 - 🛡️ To maintain professional conduct at all times
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Equality, Diversity, and Inclusion

The post holder will demonstrate a strong commitment to equality, diversity, and inclusion, supporting the organisation's strategic aims to remove barriers and address inequality. You will play an active role in promoting an inclusive, discrimination-free environment that ensures fair access to opportunities and resources. This includes fostering a culture of dignity, respect, and belonging where everyone is empowered to contribute, perform, and reach their full potential.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all those associated with WWFC to share this commitment. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk.

Key relationships

- 🛡️ Head of Education
- 🛡️ Schoolboy Education Officer
- 🛡️ Player Care Officer(s)
- 🛡️ U18 & U21 Multi-disciplinary Teams
- 🛡️ Recruitment Staff
- 🛡️ To ensure positive relationships with players, parents and host families

PERSON SPECIFICATION

Job Title: PDP Education Officer

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- 🛡️ Minimum degree level qualification in relevant subject area
- 🛡️ Experience of teaching relevant BTEC Level 3 programs
- 🛡️ Appropriate teaching qualification (PGCE, QTS, QTLS, Cert Ed)
- 🛡️ Detailed understanding of BTEC guidelines around assessment and internal verification processes.
- 🛡️ An outstanding classroom practitioner that can inspire staff and students/players

Desirable

- 🛡️ Experience of delivering & assessing Apprenticeship standards (Sporting Excellence Professional)
- 🛡️ Experience of delivering in a non-traditional education establishment
- 🛡️ Experience of delivering remote teaching using suitable software systems
- 🛡️ Knowledge/understanding of KS4 data analysis e.g. Progress 8 & Attainment 8



- 🛡️ Experience of tutorial support responsibilities for groups of learners

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- 🛡️ Proficient in use of Microsoft packages
- 🛡️ Competent in Outlook diary and email management
- 🛡️ Willing to learn the use of programmes such as Monday.com and Microsoft Teams
- 🛡️ Able to develop effective working relationships
- 🛡️ Able to manage own time and tasks efficiently with a high attention to detail

Desirable

- 🛡️ Experience of working for elite sports professionals

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- 🛡️ Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants
- 🛡️ Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club
- 🛡️ Ability to multi-task and handle changes to plans and workload in a positive manner
- 🛡️ Possess communication skills that are clear, engaging and responsive
- 🛡️ A proactive approach and the ability to work well under pressure in a fast-paced, demanding role
- 🛡️ Ability to develop strong links with schools to support players academic achievements
- 🛡️ Highly effective written and verbal communication skills
- 🛡️ Conscientious and motivated with high level of personal initiative
- 🛡️ Approachable, personable and humble
- 🛡️ Strong team player
- 🛡️ Willing to self-evaluate and work towards continuous improvement

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- 🛡️ Experience of delivering BTEC Level 3 in relevant subject area
- 🛡️ Detailed knowledge of exam board specification & assessment guidelines

Desirable

- 🛡️ Working with children and/or vulnerable adults

Qualifications: the level of educational, professional and/or occupational training required

Essential

- 🛡️ Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- 🛡️ Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager



Desirable

-  Clean driving license and own car