



JOB DESCRIPTION

JOB TITLE:	Education Officer – BTEC & Apprenticeship
DEPARTMENT:	Academy
REPORTS TO:	Education Manager
LOCATION:	Sir Jack Hayward Training Ground
HOURS:	Full Time 37 hours
DATE:	Jan 2025

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward to 2022, where an incredible three seasons at Molineux has seen Wolves clinch the Sky Bet Championship trophy with 99 points, followed by a seventh place finish in the Premier League, which included memorable wins over Manchester United, Tottenham Hotspur, Chelsea and Arsenal. This season we have completed the double over the reigning champions, are in sixth place in the league and are now through to the last 16 of the Europa League.

But this post is about not what we have done, but what we will achieve next.

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 postholder is required to apply all relevant policies and uphold the Club's commitment to safeguarding children, young people and adults at risk and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

A key role in the Education Department that will work to share lead responsibility of delivery across the apprenticeship programme, having specific delivery responsibilities relating to the BTEC and core management of the 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 Youth Academy (14-18) age groups.

Key responsibilities

- Dual responsibility of Planning, delivery and assessment of the BTEC Sport qualification.
- Lead responsibility for the delivery of the apprenticeship standard, together with monitoring and managing EPA progress.



- Create high quality schemes of work across all programmes of delivery, which embed key holistic and personal development points.
- Plan, organise and manage the scholar's completion of the Apprenticeship Standard, including preparing players for EPA.
- Tutor responsibility for scholars including tracking education progress, managing Premier League reviews and internal MDT reviews.
- Build and maintain links with current education providers, associated partners and stakeholders in the provision of education.
- Ensure that the education provision meets the requirements of the apprenticeship programme and its awarding body.
- Engage Academy staff in the multi-disciplinary delivery of the Apprenticeship Standard.
- Develop and contribute to opportunities that aid the holistic development of our players through the player care lifeskills programme.
- Attend relevant meetings and training events as required by the Premier League and other governing bodies.
- Actively lead school liaison for selected age group players. Developing relationships with schools & stakeholders to support the academic progress of our players.
- Active involvement with the Youth Academy school release programme.

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- 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

Safeguarding

- This role carries a specific safeguarding responsibility. This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

- **Head of Education & Player Care** – Departmental management and support.
 - **Education Manager** – 1-1-line management and support to implement program.
 - **Education Team** - Build strong relationships with the wider education team, including Education & Welfare Officer and other tutors.
 - **MDT staff** – Actively embed within MDTs to support player development.
 - **Player Care Officer** – To support the holistic development of individual players and implementation of the lifeskills programme.
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Scope of job

To assist and lead players' academic progressions across all aspects of their programme, with specific dual delivery responsibilities relating to the BTEC and lead the Apprenticeship Standard qualifications. The role will be integral to the department being able to meet the individual needs of each player, and will enable the Academy to effectively support the progressions of players, in and out of football. The Academy is underpinned by its values, and it is vitally important that these are actively and positively promoted within the education provision.



Person Specification

Job Title: Education Officer – BTEC & Apprenticeship

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 TeamWorks and ACE360.
- Able to develop effective working relationships.
- Able to manage own time and tasks efficiently with a high attention to detail.

Desirable

- Experience of working with 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.
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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 licence and own car.