



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Education
<b>DEPARTMENT:</b>	Academy
<b>REPORTS TO:</b>	Head of Professional Football Development
<b>LOCATION:</b>	Sir Jack Hayward Training Ground
<b>HOURS:</b>	Full-Time, Permanent (37.5 hrs)
<b>DATE:</b>	January 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 2020, 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 at Wolves it is all about what we will do, not what we have done.

**We don't simply look to the future, we seize it.**

**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 and to ensuring that Wolves is free from discrimination and harassment.**

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### Job purpose

The Head of Education will be responsible for leading the educational development of academy players, ensuring they receive the highest standard of education. The role will focus on academic progress, personal development, and life skills training, contributing to the all-around development of young footballers to prepare them for life both in and out of football.

### Key Responsibilities:

- Develop and implement the academy's education strategy, ensuring alignment with FA, Premier League, and EFL regulations.
- Oversee academic progress for all players across different age groups, ensuring tailored education plans are in place for each player.
- Collaborate with schools, colleges, and tutors to ensure each player receives the necessary academic support.



- Track and report on academic performance, offering interventions where needed to maintain balance between education and football.
- Organise educational workshops, seminars, and life skills programs focusing on areas such as financial literacy, mental health, nutrition, and social media awareness.
- Be the first point of contact for welfare issues, including mental health support, safeguarding concerns, and family-related matters.
- Design and deliver a comprehensive personal development program for players, focusing on character building, resilience, leadership, and emotional intelligence.
- Organise personal development opportunities including community involvement, mentoring, and team-building activities.
- Monitor and support players' integration into the academy environment, assisting with any social or emotional challenges.
- Support players transitioning between age groups or progressing from academy football to professional football.
- Lead on the academy's exit strategy for players who are not offered professional contracts, providing guidance on education pathways, alternative careers, and mental health support.
- Build and maintain relationships with external partners, including further education institutions and career advisors, to provide exit options for academy players.
- Lead and manage the Education team, providing clear direction, support, and development opportunities.
- Work closely with coaches, the Head of Coaching & Development, and the wider academy staff to ensure a joined-up approach to player development.
- Attend and contribute to academy management meetings, providing updates on education and welfare matters.

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### **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.
- The successful candidate will undergo a full DBS check and must demonstrate a commitment to safeguarding and promoting the welfare of young people.



### Additional Information

- This role requires flexibility, including working evenings, weekends, and attending academy matches or events.

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### Key relationships

- **Academy Manager & Head of Professional Football Development** – Alignment of Academy strategy
  - **Heads of Departments** – Collaboration and delivery of strategic vision
  - **Education and Player Care Staff** – Build strong relationships with the wider education team, including Education Officer's and other tutors.
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### Person Specification

#### Job Title: Head of Education & Academy Player Care

**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

- Experience of working as a leader in an education/pastoral environment.
- Experience of developing high quality education programmes that are student/player centred.
- An outstanding classroom practitioner that can inspire staff and students/players.
- A proven track record in a high energy, fast moving and pressurised environment.
- Line management experience of permanent and casual staff.

#### Desirable

- Experience of Elite Sporting environments.
- Knowledge of a Premier League Academy system
- Ability to articulate safeguarding and welfare issues that may affect young people
- Experience of delivering in a non-traditional education establishment.
- Understanding of the apprenticeships Levy and how it could benefit the Academy.

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

#### Essential

- Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS)
- Evidence of up-to-date CPD within the sector.
- Proficient in use of word and excel.
- 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 at all levels.
- Able to manage own time and tasks efficiently with a high attention to detail.

#### Desirable

- Experience of working for elite sports professionals.



<ul style="list-style-type: none"> <li>- Industry recognised player care qualification</li> <li>- Safeguarding professional qualification</li> </ul>
General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc
<u>Essential</u> <ul style="list-style-type: none"> <li>- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.</li> <li>- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club.</li> <li>- Ability to multi-task and handle changes to plans and workload in a positive manner.</li> <li>- Possess communication skills that are clear, engaging and responsive.</li> <li>- A proactive approach and the ability to work well under pressure in a fast-paced, demanding role.</li> <li>- Ability to develop strong links with schools to support players academic achievements.</li> <li>- Highly effective written and verbal communication skills.</li> <li>- Conscientious and motivated with high level of personal initiative.</li> <li>- Approachable, personable and humble.</li> <li>- Strong team player.</li> <li>- Willing to self-evaluate and work towards continuous improvement.</li> </ul>
Experience: proven record of experience in a particular field, profession or specialism.
<u>Essential</u> <ul style="list-style-type: none"> <li>- Experience of working across KS3, KS4 &amp; KS5 subjects</li> <li>- Able to demonstrate success in an education environment as a project developer and a leader.</li> <li>- Working with children and/or vulnerable adults</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>- Working with children and/or vulnerable adults</li> </ul>
Qualifications: the level of educational, professional and/or occupational training required
<u>Essential</u> <ul style="list-style-type: none"> <li>- Degree in Education, Sports Science, Psychology, or related field.</li> <li>- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)</li> <li>- Post-holder will be subject to a DBS check at the appropriate level and cleared by the Wolves Safeguarding Manager</li> </ul> <u>Desirable</u> <ul style="list-style-type: none"> <li>- Clean driving licence and own car.</li> </ul>