



## JOB DESCRIPTION

<b>JOB TITLE:</b>	English Tutor
<b>DEPARTMENT:</b>	Academy
<b>REPORTS TO:</b>	Head of Education
<b>LOCATION:</b>	Sir Jack Hayward Training Ground
<b>HOURS:</b>	Casual/variable to support business needs
<b>DATE:</b>	June 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.

A football club which represents a city built on grit and togetherness and one that is defined by ambition; from pioneering floodlit football to succeeding at the highest levels of the English and European game.

Always looking forward and determined in the face of challenge, bright in spirit and unified by the bond between players, staff and supporters, while remaining humble and grounded in the values of our Wolverhampton community.

At Wolves, we honour the past, while seizing the future.

**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, as an English Tutor you will work to support teaching, learning and assessment on the subjects of English language and English Literature. You should have an excellent knowledge of GCSE English and a good understanding of KS2 Literacy requirements. The post holder will work 1-1, or in small groups, and as such will be required to build good relationships with players as well as with education staff to meet the needs of the department.

---

### **Key responsibilities**

- 🔑 To plan and deliver engaging, effective lessons to meet the needs of the individual players.
- 🔑 To ensure timely assessment and feedback of player's work
- 🔑 To provide feedback to parents and school tutors on the progress of players
- 🔑 To liaise with the U9-16 Education Manager to discuss needs and areas of weakness and strengths of individual players
- 🔑 Liaise, where appropriate with school tutors to plan delivery of large areas of the English curriculum



- 🛡️ To follow and enforce best practice in relation to Safeguarding policies and processes including but not limited to reporting procedures
  - 🛡️ To work alongside the Safeguarding Team and Designated Safeguarding Leads to ensure safeguarding standards are met and maintained
- 

### **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 of progressive, humble, determined, bright and unified
  - 🛡️ 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**

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.

---

### **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.

---

### **Key relationships**

- 🛡️ Head of Education – Departmental management and support
  - 🛡️ U9-16 Education Manager – 1-1-line management and support to implement program
  - 🛡️ Education Team – build strong relationships with the wider education team including U18 Education manager and other tutors
  - 🛡️ Education Liaison officers – liaising with individual players schools
-



### Scope of job

- 🛡️ To effectively implement the teaching and support of GCSE English language and English literature across most age ranges from U12-16
- 🛡️ Provide bespoke lessons for small groups of pupils during training hours and be able to provide support and tuition outside of normal training hours for those that require it

### Person Specification

**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
- 🛡️ Appropriate teaching qualification (PGCE, QTS, QTLS, cert Ed)
- 🛡️ An outstanding classroom practitioner that can inspire staff and students/players
- 🛡️ An understanding of Safeguarding children, young people and adults at risk
- 🛡️ Knowledge of Safeguarding legislation, policies and procedures (including reporting platforms and/or requirements)
- 🛡️ Wellbeing knowledge in relation to supporting children, young people and adults at risk

#### Desirable

- 🛡️ Experience of delivering in a non-traditional education establishment
- 🛡️ Experience of delivering remote teaching using suitable software systems

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

#### Essential

- 🛡️ Proficient in use of word and excel
- 🛡️ Competent in Outlook diary and email management
- 🛡️ Willing to learn the use of programmes such as 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 with different exam specifications

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

#### Essential

- 🛡️ Understanding of how to work safely with children, young people and adults at risk to uphold Safeguarding best practice
- 🛡️ 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
- 🛡️ 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 GCSE English Language and English Literature
- 🛡️ Detailed knowledge of exam board specification

Desirable

- 🛡️ Working with children and/or vulnerable adults
- 🛡️ Experience of teaching A level English Language

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

Essential

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

Desirable

- 🛡️ Clean driving license and own car