



JOB DESCRIPTION

JOB TITLE: Schoolboy Education Officer

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: October 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 70 years and Wolves are back amongst football's elite, in the Premier League for an eighth successive season; but now we compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, 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.

Job purpose

A key role in the Education Department that will work to support the academic progressions of all registered players, with a specific remit of implementing an effective provision for players registered on the Full-Time & Hybrid Training Models. The successful candidate will engage with internal and external stakeholders to facilitate effective support for all players across the Foundation & Youth Development Phases.

Key responsibilities

- Be an ambassador of the Wolves culture and philosophy.
- Tracking, monitoring & recording of the Academy Education U9 – U16 programme.
- Support the players engaged in the Full-time Training Model, ensuring regular and effective communication processes are in place with the Academy's partner school, suitable to meet the needs of each individual.



- Central contact for schools, parents and other stakeholders regarding education progression.
- Working with schools to collect and analyse tracking data for all registered players in the schoolboy age groups.
- Ensure specific and appropriate education contribution to the U9 – U16 MDT reports, based on school and Academy data collected at regular intervals.
- Relating specifically to the education aspects, have responsibility for the effective induction of new players, and for the re-engagement of players progressing through the Academy.
- Communicate effectively and efficiently with schools and stakeholders across the U9 – U16 age groups to ensure a comprehensive support process exists to assist each individual in their academic progression.
- Coordination and delivery of the Academy Full-Time (FTTM), and Hybrid Training Model (HTM) compensatory education provision based at the Training Ground during the school day.
- Manage casual teaching staff to support the Academy training programmes and enhance progress of students.
- Gathering of all necessary consents and agreements regarding each individual, and relevant to their registration with the Academy.
- Creation, input to and management of ILPs and reports.
- Attendance and input to the MDT review meetings.
- Liaise with schools and other stakeholders to support the transition of players progressing from the Youth Development Phase into Professional Development Phase.
- Engagement with the Academy's and Premier League's Enrichment Programme(s).
- Attend U9 – U16 trips and tours as required, to provide MDT support and education delivery where necessary.
- Attend relevant meetings and training events as required by the Premier League and other governing bodies.
- Where required, complete all mandatory qualifications and Continued Professional Development as directed by the Elite Player Performance Plan, Premier League and other associated Governing Bodies.
- Lead on U9-16 PL Education projects and Life Skills programme, with development and implementation of curriculum, with support from Player Care.
- Attend and contribute to player welfare meetings with relevant stakeholders.
- Manage case work for schoolboy associated safeguarding concerns, relevant to age group and thresholds, and support DSL where appropriate.
- Due to the nature of the industry and the role, some out-of-office hours work would be required from time to time including evenings, weekends, and bank holidays.

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.



- To ensure that all qualifications are re-validated as required every three years from date of qualification, or as required

Safeguarding

- This role involves working with children, young people, and adults at risk in a Regulated Activity. 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

- Education Manager
- PDP Education Officer(s)
- Player Care Officer(s)
- U9-16 Multi-disciplinary Teams
- Recruitment Staff
- To ensure positive relationships with players, parents and host families



Person Specification

Job Title: Schoolboy 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 across KS2, KS3 & KS4
- Appropriate teaching qualification (PGCE, QTS, QTLS, Cert Ed).
- Detailed understanding of the National Curriculum
- An outstanding classroom practitioner that can inspire staff and students/players.

Desirable

- Experience of delivering in a non-traditional education establishment.
- Experience of delivering remote teaching using suitable software systems.
- Knowledge/understanding of KS2 & 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 Myconcern 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 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.

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

Essential

- Experience of interacting with children from a range of backgrounds and cultures.
- Good 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)
- This position is subject to a satisfactory DBS check. The successful candidate must have a clear and appropriate DBS certificate in place prior to commencing employment, in line with our safeguarding obligations

Desirable

- Clean driving licence and own car.