



West Bromwich Albion FC Academy
Halfords Lane
West Bromwich
B71 4LG

ASSISTANT EDUCATION OFFICER

Role: Assistant Education Officer
Term: 1 year fixed contract.
Salary: Dependant on Experience
Hours: 37.5 per week

West Bromwich Albion FC are looking to appoint an Assistant Education Officer to manage their already established Hybrid School Release Programme for their players aged 9-13 which has now been in place for a number of years. The role requires somebody from an academic and teaching background to ensure the educational and football needs of our academy players in the Foundation and Youth Development Phase are supported effectively. The successful candidate will need to liaise with players, parents, schools and the Multi-Disciplinary Academy staff to meet the needs of all of the players. They will also be required to support the Head of Education in delivering the NVQ and Lifestyle programme for the Academy. They will need to ensure the players Academic progress is monitored closely and work closely with schools to ensure we can maximise our contact time with our players.

The role will be based at our Academy Building, Halfords Lane, West Bromwich with the Foundation and Youth Development Phase. The successful applicant is expected to be computer literate and will also be expected to manage and provide information for our Performance Management Application and to maintain and update the Players Performance Clock. They will also have to manage the Premier League EMS.



You will be expected to provide support and assistance when necessary to other departments in the Academy, having a dedicated and flexible approach is also a requirement of the role.

The successful candidate will be expected to devote themselves to their continuous professional development, which will be delivered internally and also provided externally by the FA, Premier League and other relevant training bodies.

Perspective Candidates will need to possess Qualified Teaching Status, A1 Assessors Qualification and an understanding of the requirements of the EPPP. It would also be beneficial if they were able to teach English or Maths.

Applicants will be subject to meeting all requirements of our Children's Safeguarding Policy and a Criminal Records Bureau Check. They must also hold a valid driving licence.

Successful Applicants will need:

Qualified Teaching Status

A1 Assessor Qualification

Computer Literacy

Valid Driving Licence

Excellent Communication, Organisation and Management skills.

An Understanding of EPPP Requirements

Desirable Requirements:

Ability to teach English or Maths

Experience of working within football



To apply for this position please send Covering Letter and C.V to Julie.Richardson@wbafc.co.uk

Closing Date for Applications is Tuesday 19th February. A Job Description will be sent to those candidates selected for interview.

WBA Football Club is committed to the principle of equal opportunity and that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

West Bromwich Albion Football Club are committed to ensuring that all children, young people and adults at risk who we engage with are safe and free from harm. The Football club will follow safer recruitment guidelines as set out by the Premier League, EFL and Football Association in the recruitment of any role at the football club.

The Football club will ensure that all employees are safeguarding aware and shall seek to ensure the safeguarding policies of the football club which can be accessed via the club web site are adhered to. Roles at the football club may require the applicant to undertake Enhanced Disclosure and Barring Service checks.