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| Job Title | Academy CPC, SEP lead and BTEC Tutor |
| Reporting to | Head of Education |
| Location | WBA Academy, EPPP Building, Halfords Lane, West Bromwich, B71 4LG |
| Line Management Responsibility | None |
| Main Purpose | To be responsible for the delivery, management, assessment, and organisation of the scholars Sporting Excellence Professional Programme. |
| Working Hours | Full time which may include evenings, weekends and bank holidays as required and in line with business needs. |

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| DUTIES & RESPONSIBILITIES |
| Your main responsibilities for this role include, but are not limited to the following: * Lead, track and manage the deliver of the Level 3 Sporting Excellence Professional programme to Year 1 and 2 scholars
* Supporting the Lead BTEC tutor in delivering BTEC sessions to scholars
* Maintaining up to date tracking of each learner and give constructive feedback to learners and parents in line with Premier League’s 6 week Review Cycle
* Collaboration with all departments across the Academy to support the multi-disciplinary development programme
* Undertaking all pastoral arrangements as appropriate
* Supporting the Academy’s school release education programme
* Supporting the Academy’s Player Care programme
* To contribute positively to the Clubs vision and culture
* To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed ED&I into everything.
* To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
* To fully participate in one-to-ones and departmental reviews and meetings.
* To fully participate in annual and mid-term appraisals.
* To understand the Club’s Safeguarding policy, procedures and best practice guidelines and use these to ensure appropriate and safe working practices applicable to the role.
* To promote and assist with Safeguarding.
* To carry out CPD and keep up to date with any training and updates relevant to the role.
* To ensure the health & safety within the Club for self and others is adhered to at all times.
* To carry out all responsibilities with due regard to the Club values and all policies and procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.
* To fully support and participate as requested in the Clubs internal group activities for EDI, sustainability and wellbeing.
* To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time; or the scope of the job may change as necessitated by business demands. |
| PERSON SPECIFICATION |
| Essential Criteria | **Desirable Criteria** |
| * Grade C or above in English and Maths (or equivalent)
* Qualified Teacher Status.
* Excellent communication and IT skills.
* The ability to work under pressure, handling multiple prioritises, flexibility and meeting deadlines.
* Experience of teaching at Post-16.
* Experience of delivering Sporting Excellence Professional (Level 3) and BTEC Sport.
* Highly organised and methodical approach to workload
* Confidential and diplomatic
* Excellent communication skills both written and verbally
* Full driving license
* Right to Work in the UK
 | * English or mathematics as a second subject.
* Experience of working in an elite sporting environment.
* Current driving licence.
* FA Safeguarding & Emergency First Aid certificate.
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**Equality and Diversity**

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

West Bromwich Albion Football Club also welcomes applications from suitably qualified members of the armed forces family.

**Applications will only be accepted when received through our online vacancy platform iRecruit:**

[**https://irecruit.efl.com/vacancies**](https://irecruit.efl.com/vacancies)

**Safer Recruitment**

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA’s Safeguarding, Equality and Whistleblowing policies can be accessed here <https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

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| **Signed** | **Name** | **Date** |
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