



# Blackburn Rovers Football & Athletic Ltd

## Job Description

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| <b>Job title:</b>                      | Academy Education Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Department:</b>                     | Education & Player Care                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Location:</b>                       | BRFC Academy, however flexibility on location may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reports to:</b>                     | Head of Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsible for:</b>                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hours of work:</b>                  | 37.5 hours per week plus any additional hours necessary for the performance of duties. This may include evening and weekend work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Contractual status:</b>             | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Job purpose:</b>                 | To deliver an effective education support programme throughout the Academy. To support the Head of Education in monitoring the educational performance of players within the Academy aged 9-18.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2. Duties and responsibilities:</b> | <ul style="list-style-type: none"> <li>To be committed to ensuring the safeguarding and welfare of all elite players, promoting their well-being whilst maintaining professional boundaries;</li> <li>To support in the delivery of the SEP apprenticeship programme for all scholars;</li> <li>To support the production of 6/7 weekly education reviews for all academy players aged 9-18, taking sole responsibility for players in the Foundation and Youth Development Phases</li> <li>To support the multi-disciplinary approach to the review process;</li> <li>To support the multi-disciplinary approach to the parent's evening;</li> <li>Plan and deliver teaching and learning sessions for academy players participating in the Day Release Hybrid Education Programme, delivering two 90-minute sessions each week.</li> <li>Coordinate the delivery of the hybrid programme ensuring compensatory education is provided for all players engaging in the Day Release Programme</li> <li>Take a leading role in monitoring and tracking of part time players on Foundation Phase and other hybrid players in the Youth Development Phase;</li> <li>To liaise closely with schools and parents in relation to all aspects of player education progress;</li> <li>To attend and visit schools of players who are on the hybrid training model, when required, providing interventions and support where necessary;</li> <li>To attend relevant meetings with the Head of Education and other education providers;</li> <li>To support and monitor the transition of newly signed players and their induction in the training programme;</li> <li>Support the Head of Education &amp; Player Care Officer in managing player transitions away from the club;</li> <li>To support the Player Care Officer in delivery of the Pre 16 Life skills programme;</li> <li>To complete relevant CPD specifically in to the job roles and responsibilities;</li> <li>Support the continual update of the education and player care key performance indicators within the Academy Performance Plan;</li> </ul> |



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|                                    | <ul style="list-style-type: none"> <li>Deputy Designated Safeguarding Officer for the Academy, which incorporates the below duties;</li> <li>Assist in ensuring familiarity with and adherence to the Club Safeguarding Structure and Compliance Plan.</li> </ul> <p><b><u>Deputy Designated Safeguarding Officer (DSO) duties:</u></b></p> <ul style="list-style-type: none"> <li>Ensure familiarity and compliance with and commitment to safeguarding policies and procedures;</li> <li>Manage and report incidents, disclosures etc. in accordance with policies and procedures;</li> <li>Raise awareness of safeguarding practices in your area of responsibility and create a culture of trust and inclusion;</li> <li>Deliver or arrange delivery of awareness training and key messages for staff in your area and ensure you and your deputy have received adequate training to fulfil your role;</li> <li>To act as deputy to cover absences for the DSO and Deputy DSO's;</li> <li>Be responsible for providing support to staff involved in an allegation; and</li> <li>To recognise the importance of professional boundaries in working relationships.</li> </ul> |
| <b>3. Skills required:</b>         | <ul style="list-style-type: none"> <li>Ability to work as part of a multi-disciplinary team;</li> <li>Ability to work independently;</li> <li>Good communication with key internal and external stakeholders;</li> <li>Ability to meet deadlines;</li> <li>Good listening skills (particularly pastorally for players);</li> <li>Good level of analytical skills;</li> <li>Competent use of key IT programmes incl. Microsoft Word, Excel, PowerPoint as well as key online systems;</li> <li>Ability to solve problems;</li> <li>Be innovative in thinking and moving the department forward;</li> <li>Professionalism; and</li> <li>Confidentiality.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>4. Knowledge required:</b>      | <ul style="list-style-type: none"> <li>Good knowledge of how schools grade/show academic progress of their students;</li> <li>Good knowledge of Safeguarding/child protection policies and procedures;</li> <li>Knowledge of various training models within the Academy;</li> <li>Knowledge of key education documentation at DFE level and how this may impact the academy's provision; and</li> <li>Good knowledge of transition routes for players in the U16, U18 and U23 age groups</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>5. Qualifications required:</b> | <ul style="list-style-type: none"> <li>Teaching Qualification (PGCE/PCERT);</li> <li>QTLS;</li> <li>Assessors award; and</li> <li>FA Safeguarding</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DBS check required:</b>         | Yes (Enhanced)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

### **How to Apply**

Due to high-levels of interest, this post may close early so early application is advised, otherwise the closing date for this role is **5pm on Tuesday 18<sup>th</sup> August 2026**. To apply, please submit your application through the EFL I-Recruit platform [HERE](#)

CV's will not be accepted.

### **Equality and Diversity**

*Blackburn Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee 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.*

### **Safer Recruitment**

*Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.*



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