



AFC WIMBLEDON ACADEMY

Job Profile and Employee Specification

Job title:	Assistant Education Officer (part-time)
Responsible to:	Academy Head of Education
Location:	Between: - Kings College London Sports Ground, New Malden, Southfields Academy School & AFC Wimbledon, Plough Lane Stadium.
Hours:	c.12 hours per week
Salary:	£ negotiable depending on experience
Job purpose:	Assistant to the Academy Head of Education. Working with the U18 scholars, club staff and the League Football Education Unit (LFE), you will help design, deliver and monitor the successful implementation of the Sporting Excellence Professional Apprenticeship Standard to 16-18 years old scholars (apprentices). You will also be available to support teaching staff on the scholars" college program when required. This post provides a great opportunity for the successful applicant to gain skills, knowledge and qualifications in additional areas of personal career development such as coaching, sports science, performance analysis or nutrition. The role will definitely suit an aspiring teacher who loves their sport and is attracted to the prospect of working in the world of professional football.

Tasks and responsibilities	
1	Coordinate the planning, delivery and on-line portfolio of subject lessons and evidence for the Sporting Excellence Professional Apprenticeship standard.
2	Support specialist expert football club staff in the delivery of specialist subjects e.g. psychology, nutrition, fitness and performance analysis and ensure the collection of scholar evidence.
3	Co-ordinate and support external guest experts in the delivery of specialist subjects e.g. driver awareness, financial management, physical and mental health and wellbeing and supporting career options.
4	Ensure SEP progress reviews are completed and uploaded onto League Football Education Department's – Education Management System by the deadline dates agreed

Education	
1	Essential – a firm commitment to take L4 Certificate in Education and Training with support from the club
2	Essential – a minimum of a level 3 education including math and English
3	Desirable – a post 16 F.E recognised teaching qualification

Ideal Knowledge and Experience of:	Personal Aptitudes:
<ul style="list-style-type: none"> • The Football or Sport Industry • Working in the Education sector • Some exposure to teaching learning and Assessment 	<ul style="list-style-type: none"> • Enthusiastic • Flexible • Respects Confidentiality • Effective and positive Team Player • Self-managing

AFC Wimbledon Academy

Kings College London Training Ground, Windsor Avenue, New Malden, Surrey, KT3 5HA
Tel: 020 8247 9911 Email: academy@afcwimbledon.ltd.uk