



Job Title: AP Academy Officer (Higher level Apprenticeship)

Hours of work: 40hrs a week – Hours of work being 8.30 – 17:00

Salary: £26,000 to £30,000 (Dependent on qualifications and experience) 18 month contract length

Location: Lions Centre and satellite school and education sites in Southwark and Lewisham

Responsible to: Education and Employability (E&E) Manager

Supervises: Alternative provision (AP) Academy support Mentors, Teaching assistants and Coaches

Role Summary:

Are you passionate to work with and engage local young people to help them achieve their full potential and improve their well-being through education football and sport?

Millwall Community Trust (MCT) are looking for a 'Can do' committed learner focused AP Academy officer to work closely with MCT E&E manager to take delegated responsibility for Millwall's nationally recognised alternative provision academy which is a leader in alternative education providing young person focused personalised delivery.

This role is a fantastic opportunity to develop and advance within the trust and be supported and mentored by an experienced management team. The package also includes access to an extensive CPD training programme to help the successful candidate grow within the programme.

Qualifications - Candidates should hold DET/QTS or willing to work towards similar qualification via included accessible Higher level apprenticeship CPD training package.

The AP Academy Officer will be responsible for the oversight, co-ordination and delivery of MCT's AP Academy and linked programmes, and will lead or be responsible for:

- Co-ordination of AP Academy programme operations on behalf of E&E Manager and SLT
 - Providing leadership for programme staff enhancing their effectiveness and improving standards of learning, achievement, and engagement (specifically recruitment and retention targets are met)
 - Planning and implementing an effective AP Curriculum ensuring referrers and learners needs are met.
 - Enhancing quality of teaching, learning and engagement across academy (incl own required CPD)
 - To monitor, review and co-ordinate programme Assessment, Achievement and Quality Assurance devising and implementing strategies ensuring these are maximised.
 - Learner case management from recruitment, induction, engagement/retention to next steps
 - Programme behaviour and attendance management systems communication.
 - Embedding and ensuring Safeguarding and H&S programme compliance as directed by the trust
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Millwall Community Trust Ltd.
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Registered Office: The Den, John Berylson Way, London, SE16 3LN
Registered Charity: 1082274
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Key Responsibilities:

1. Leadership and programme operations

- Take delegated responsibility for the AP Academy daily operations and its development plan.
- Drive learner AP Academy recruitment and retention efforts for achieving KPIs set for this.
- To lead and supervise assigned staff ensuring effective relationships formed between staff/learners.
- Deputise for E&E managers in all aspects pertinent to AP Academy management.
- To actively market and celebrate achievement using MCT/MFC and partners media platforms.
- Organise accommodation efficiently and effectively to best meet curriculum, learners and H&S needs.
- Take responsibility for organisation and management of timetabling, incl break and lunch cover.
- Provide reports/feedback as required on progress against KPIs incl statistics and case studies.
- To motivate, support, challenge and develop staff to secure improvement as required incl CPD.
- Co-ordinate staff and resources efficiently and effectively improving both delivery and within budget.
- Co-ordinate staff and volunteer inductions, acting as mentor and supporting appraisal processes.

2. Curriculum Development

- Create an AP Academy curriculum that outcomes are based on referrers aims and learners needs.
- Expand career and industry pathway incl work tasters, industry and enterprise visit opportunities.
- To lead on E&E Sport and Employability curriculum areas and create Math's and English offer)
- Develop an 'IAG' offer to learners' routes into FE, employment and applications processes for both.
- Embed MCT E&E Pathway programmes (14-24) creating internal MCT/MFC taster sessions and links onto MCT P16 Academy, Training Ground and mentoring programmes.
- Create and implement trackable weekly mentoring session for all Learners.

3. Teaching, Learning, and engagement

- Deliver inspiring, interactive engaging structured education, sport session and enrichment activities.
- Create an environment which promotes and secures good teaching and effective learning.
- Implement teaching strategies that engage, promoting a positive productive learning environment.
- Improve standards of teaching and learning (monitor/review of teaching on behalf of E&E Manager)
- To demonstrate and model to staff characteristics of outstanding engagement and teaching.
- To oversee and lead procedures for qualification delivery, assessment and moderation.
- To primarily teach learners and wherever possible be 'actively engaged' and 'available' in the room.
- Complete all necessary CPD teaching training required to enhance your teaching and staff.

4. Assessment, Achievement and QA

- Co-ordinate recording processes for initial, midpoint and end point assessment of learner progress.
- Liaise proactively with schools and support agencies on assessment, achievement and progress issues.
- Co-ordinate QA documents required for awarding bodies, external commissioners and funders.
- Track learner progress enabling achievement via data-driven insights and target plans.
- Ensure assessment procedures are clear and inform learner assessment and improve achievement.
- Undertake CPD assessor training and provide staff training on assessment, achievement and QA.

5. Learner Pastoral Management and Care

- Ensure all learners have a personal development plan and complete morning well-being check in.
- Ensure daily learner management procedures are clear to staff and adhered to.
- Proactively ensure strong family/referring agency communication incl multi-agency support.
- Ensuring that record keeping in relation to individual learner casework is maintained to required standard and key data is readily available to stakeholders for monitoring/evaluation purposes.
- Ensuring staff maintain regular contact with referring schools/home both in morning and end of day.
- Ensure accurate secure hard and electronic records for individual learners referred.



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6. Behaviour and Attendance Management:

- Co-ordinate operations of AP Academy behaviour and attendance tracking management system.
- To provide daily learner updates and term reports to schools/ referral agencies.
- Implement action plans to improve behaviour and meet referrers targets/expectations.
- Create an environment that secures effective learning, high achievement, and good behaviour.
- Develop positive behaviour systems that enable staff to challenge behaviour effectively and safely.
- Create effective attainment/attendance/behaviour recording systems ensuring key data is readily available

7. Safeguarding and Health and Safety (H&S)

- Act as a safeguarding advocate, embedding child protection practices and ensuring staff compliance with safeguarding (incl staff reporting to Myconcern/related systems) and H&S policies.
- To liaise with E&E Manager, SLT and CEO in regard to H&S of the programme, premises and operation.
- Support MCT in all matters relating to H&S and fire risk procedures ensuring staff/learners are aware.

8. Additional responsibilities

- Model professional conduct and actively demonstrate and promote MCT core values in your work.
- Act as an effective leader, presenting a positive impression of the team and services provided.
- Develop understanding and commitment to equal opportunities, in the workplace and the community.
- Ensure that when involved in any Trust activities that the Safeguarding of participants is at the heart of the process and that safeguarding policies and procedures are being always adhered to.
- Undertake CPD opportunities as deemed appropriate (incl pre-agreed funded apprenticeship)
- Adhere to the Trust's policies and procedures, and attend Trust training, and meetings as required.
- Contribute to the development of a culture of continuous improvement within the Trust.
- To work in partnership with all the Club's departments on trust initiatives as identified by the CEO, Senior Leadership Management Team and Board of Trustees.
- To actively promote the Trust in a positive and professional manner.

The details contained in this job profile, reflect the job content at the date of preparation. Therefore, it is inevitable that over time the nature of this role will change; existing duties may be lost and other duties gained without changing the general nature of duties or level of responsibility entailed.



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Skills Specification

Essential (E)	Desirable (D)
Qualifications	
<ul style="list-style-type: none"> ✓ DET teaching qualification (or willingness to work towards) ✓ Trained to min AET/PTLLS teaching level. ✓ FA L1 in Coaching or above ✓ Safeguarding ✓ First Aid trained. ✓ BTEC Sport L2-3 or related Qualification ✓ Math's and English L2 or above 	<ul style="list-style-type: none"> ✓ Assessor's qualification (or willingness to work towards) ✓ IAG L2 or above ✓ Team Leader L2 ✓ Behaviour management or RJ trained. ✓ Designated Safeguarding Officer (DSO)(willingness to do) ✓ Youth work or mentoring L2 (willingness to do) ✓ FA L2 in Coaching
Knowledge and Experiences	
<ul style="list-style-type: none"> ✓ Experience in PRU or AP setting 3 years+ ✓ Proven track record engaging vulnerable disengaged young people in classroom and sport settings. ✓ Experienced in supervising groups of young people. ✓ Delivery of group work programmes and 1:1 intervention ✓ Experienced in Sport and Employability qualification delivery. ✓ Excellent IT skills (<i>Microsoft, Word, Excel, PowerPoint</i>) ✓ Experienced in School and parent/carer Attendance reporting 	<ul style="list-style-type: none"> ✓ Experienced of working in community/voluntary sector ✓ Experienced in project/programme co-ordination. ✓ Experienced in managing or supervising staff/volunteers. ✓ Experienced managing AP/education sector partnerships ✓ Working knowledge of data management systems to monitor, evaluate and report to funders (SIMs/Salesforce)
Skills and abilities	
<ul style="list-style-type: none"> ✓ Excellent Interpersonal & communication skills (oral & written) ✓ Able to meet targets and deadlines set. ✓ Ability to co-ordinate and lead staff assigned. ✓ Ability to meet recruitment/retention programme targets. ✓ Confident presentational skills at all internal/external levels ✓ 'Can do' problem solver, and able to work on own initiative. ✓ Excellent planning, admin and programme management skills ✓ Ability to enthuse and motivate participants and staff to boost session quality and engagement. ✓ Flexible ability to work unsociable hours if required. ✓ Ability to review/improve delivery to maximise retention rates 	<ul style="list-style-type: none"> ✓ Strong people management skills & Ability to lead a team. ✓ Proven ability to proactively manage/monitor SLAs.
Personal Qualities	
<ul style="list-style-type: none"> ✓ Able connect to with learners from differing backgrounds. ✓ Tactful and diplomatic ✓ Responsible team player ✓ Determined and self-motivated ✓ Strong track record of punctuality and reliability. 	<ul style="list-style-type: none"> ✓ Can utilise life experiences and reuse to engage others.
Other	
<ul style="list-style-type: none"> ✓ Full driving license as required minibus driving responsibility (E), and access to vehicle for business to venues/meetings (D) ✓ Understanding of and commitment to H&S, equal opportunities and GDPR data protection policies and procedures. (E) ✓ Understand importance of and deliver best practice when working with hard-to-reach young people. (E) ✓ Commitment to complete all required CPD qualification/training set incl Apprenticeship or similar funded qualifications. (E) ✓ Flexibility is required from post-holder to work effectively in a changing environment. (E) 	



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To Apply: To comply with safer recruitment procedures for the Club we are unable to accept CV's and cover letters without an application form accompanied.

Please ensure that you complete our standard application form (which is available via a link on our website). If you do require assistance in any part of the application process, please contact us via recruit@millwallfc.co.uk

Application Form Link: www.millwallfc.co.uk/club-information/work-for-the-lions/application-form

All applications need to be sent to recruit@millwallfc.co.uk

Closing date for applications: Friday 12th December 2025

This 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. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



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Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that no one should ever experience abuse of any kind. MCT has a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors and Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.

Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people and adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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