Education and Sports/Functional Skills Tutor

Job Description and Person Specification

**Job Title**: Education and Sports/Functional Skills Tutor (BTEC/NCFE in Sport)

**Responsible to:** Education Manager

**Responsible for:** N/A

Notts County FC Football in the Community: (FITC)

Notts County Football in the Community are a regional sports development charity serving the people of Nottinghamshire. We use the power of Sport and Notts County FC to engage and empower local communities. We are a multi award winning, independent sports development charity. Registered charity number 1091927.

We were established as a community organisation in 1989, meaning in 2019 we proudly celebrate 30 years of operation. To find out more about our work please visit our website: <https://www.nottscountyfc.co.uk/community>

Our outcomes S.H.I.N.E – we impact positively on **S**port, **H**ealth, **I**nclusion, **N**CS and **E**ducation outcomes. We also operate and manage The Portland Centre, our Community hub within the heart of the Meadows.

***Role purpose:***

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people’s health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with.  To use the power and strength of professional football and sport to engage with the local community.

Using the strategic plan as the guiding principle, ensure all elements of the teaching role are performed in an efficient and effective way. Fully understand all elements of the strategic plan to enable a positive contribution to its delivery and development, liaising with other members of the management team.

***Key Accountabilities & Responsibilities:***

**Key Tasks**

* Teach and be responsible for quality teaching and learning of BTEC/NCFE Level 1, 2 & 3 in Sport to a wide range of learners and groups aged 14 – 19 to meet the course learning outcomes
* Facilitate aspects of the football/sport practical programme from training to match days including line management of coaching personnel in conjunction with the Education Manager;
* Have a clear vision as to how the subject and units should be taught;
* Fully participate in and contribute to the pastoral support programmes of FITC as well as take on the role of tutor;
* Implement effective strategies to support a variety of teaching and learning styles;
* Maintain all appropriate records and report regularly via written reports and parents’ consultation evenings;
* Monitor and support the overall progress and development of students as a tutor
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual progress and potential
* Contribute to raising standards of delivery, retention and completion of work
* To share good practice in teaching, learning and assessment to support development
* Maintain a positive learning environment across the subject and using subject behaviour management procedures as appropriate;
* Undertake any staff development (CPD) relevant to the needs of the post;
* Identify underachieving pupils and ensure appropriate intervention;
* Act as a positive role model at all times and develop and maintain high standards for teaching and learning within the department;
* Ensure that work is marked in accordance with the education provider guidelines to ensure timely feedback to students.

**Functional Skills**

**Key Tasks**

* Carry out and record initial assessments on all new learners
* Manage the delivery of functional skills and workshops within your given cohorts
* Ensure that learners take part in a suitable programme of study for English, Maths & ICT FS (functional skills) that enables them to achieve progression
* Ensure the exam policies and procedures are undertaken at our centres.
* Ensure all speaking & listening exams are carried out to a high standard, as well as completing and recording the paper audit trail for all learners across all provision.
* Ensure that we achieve the desired success rate for all Functional Skills delivery
* Delivery of high-quality workshops as part of the Personal Social Development qualification.
* Timely completion of paperwork is essential

**Coordinate**

**Key Tasks**

* Ensure an effective, high quality learning programme is in place for each course for which the post is responsible - including schemes of work, induction materials, lesson plans, course delivery details, assessment procedures and practical / match day activities;
* Participate actively in all aspects of the work, contribute to the smooth running of the programme area and actively contribute to the enrichment opportunities for learners;
* Monitor and maintain appropriate records/data related to target grades, attainment, achievement and attendance;
* Participate in programme meetings in accordance with course requirements with staff team;
* Communicate, co-operate and, where appropriate, collaborate with other departments within FITC;
* Promote and develop high quality of teaching, learning and assessment across curriculum
* Ensure you report accurately and positively to parents, through written reports and parents’ evening consultations;
* Oversee the delivery and coordination of the games programme in conjunction with external partners and leagues

**Recruitment**

**Key Tasks**

* Develop marketing activities/materials;
* Develop and maintain relationship liaison with feeder schools;
* Attend recruitment events within catchment area for Year 10 and Year 11’s in feeder schools;
* Contribute subject information for newsletter, website, match programmes and recruitment events as required;
* Use resources available within the department to make recruitment as positive and successful as possible.

**Human Resources**

**Key Tasks**

* Ensuring that staff are appropriately trained, monitored, assessed, developed and supported throughout their careers, through high quality continuing professional development based on assessment of needs.
* Working with the Senior Administrator to ensure correct recruitment procedures are followed in line with the Safer recruitment policy.
* Working with the Senior Administrator on all areas of employee relations including, but not limited to, performance management, absence management, policy, procedure, T’s and C’s, disciplinary and grievances issues, conduct, capability, and employment legislation;
* Support with disciplinary processes in line with organisation procedures.
* Being a participating member of the FITC Management Team and relevant Committees.
* Encourage all members of staff to recognise and fulfil their statutory responsibilities to FITC participants and customers.

**Health & Safety**

**Key Tasks**

* To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
* To ensure all health and safety checks are completed on a weekly/monthly basis were necessary, to review Emergency Action Plan and Risk Assessment on a yearly basis or as equipment/ procedures change.

**Safeguarding**

**Key Tasks**

Football in the Community (FITC) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone’s responsibility. Staff working on behalf of FITC must ensure that:

* They recognise the position of trust they have by working for FITC
* Their behaviour is always appropriate
* Promoting good behaviour, courtesy and respect for the environment, and ensuring the effective implementation of an appropriate code of conduct.
* They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
* They follow the procedures for responding to signs and suspicions of abuse
* In every respect, the relationship they form with children and adults are appropriate
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* In every respect, the relationship they form with children and adults are appropriate,
* Promoting equal opportunities, inclusion, social, moral, cultural and spiritual values.
* Establishing effective systems of pastoral care and guidance to support the personal development of all students.
* Working with other members of the Education team to ensure that all students are provided with the highest standards of care and support.
* Ensuring appropriate support is given to parents, carers and students including those attending presentations/meetings in support of their application to attend Education programmes.

**General Duties**

* To attend and contribute to regular staff meetings
* To participate in the all staff FITC appraisal and supervision process
* To follow by FITC policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
* To undertake any other duties that may be required as deemed appropriate
* To at all times represent Notts County Football in the Community and The Portland Centre in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
* To be able to work flexible and unsociable hours where the role of the job requires.
* Create and interpret performance summaries in order to identify issues, collecting information and drawing conclusions in an objective manner.
* Planning and preparing teaching and learning programmes for groups and individuals.
* Complete reports for projects within department, and support with organisation reports where relevant.
* Working with the Marketing and Media Officer to ensure projects within department are marketed effectively.

**PERSON SPECIFICATION**

**Title**: Education and Sports/Functional Skills Tutor

**Responsible to**: Education Manager

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| **Essential** | **Desirable** |
| * Proven track record of effectively delivering sports qualifications * Sport Degree or equivalent professional/ vocational qualification * Experience in delivery of Functional skills in Maths/English and ICT * Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice * PTLLS or an equivalent qualification (Level 3) * Strong organisation skills and able to prioritise, multi-task and manage own workload. * Strong written and verbal communication skills. * Good level of competence in using IT and databases, including Microsoft Office * Knowledge and experience of safeguarding in the school setting * Experience of Internal Verification * Ability to build and maintain relationships with key stakeholders * Experience of report writing * Knowledge of BTEC Sports qualifications * Knowledge of NCFE Level 1 Certificate in sport qualification * High level of self-drive and an ability to motivate others * Work well as part of a team and independently, exercising initiative * Adaptable and flexible to a changing environment | * Knowledge of the sport development sector within Nottinghamshire & East Midlands * Community / Sports / Management qualification * Knowledge and experience of the development of teams and individuals within a charitable setting * Experience of delivering presentations * Experience of delivering inhouse training * Experience of developing effective administrative systems and procedures * Knowledge of Health and Safety within sport * Knowledge of Personal and Social Development qualifications * Ability to take a problem-solving approach to tasks and develop well thought through, valid and financially sound solutions * Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas * Work well as part of a team and independently, exercising initiative * Adaptable and flexible to a changing environment |

***Our package includes***

* Competitive salary
* 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
* 3% employer pension contribution (upon successful completion of probation)
* Family friendly flexible working arrangements
* Gym membership at The Portland Centre
* Access to a mental Health specialist
* Access to season tickets to Notts County Football Club
* Personal growth is a key and we invest in learning and development opportunities.
* We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.