



## Fleetwood Town Community Trust

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment:

<b>Job Title:</b>	BTEC Tutor
<b>Hours of Work:</b>	34-37 hours which may include weekends and evenings Hours determined by the needs of the service.
<b>Contract Status:</b>	Full time
<b>Salary:</b>	£21000 - £24000 dependent on experience
<b>Location:</b>	Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys. FY5 4HX.
<b>Reports to:</b>	Senior BTEC Tutor
<b>Responsible for:</b>	N/A
<b>Purpose</b>	Reporting to the Senior BTEC Tutor the BTEC Tutor will be responsible for the delivery, planning and assessment of the BTEC programme delivered by Fleetwood Town FC Community Sports College in line with our Education provider League Football Education (LFE).

### Core Duties & Responsibilities

- Teach BTEC Level 3 in Sport to the wide range of learners and groups aged 16 – 19 to meet the course learning outcomes.
- Potential to teach on our higher education provision, delivering lectures, seminars and tutorials for our Foundation Degree programme
- Potential to coach one of our football teams in daily training sessions and manage them in weekly league/cup fixtures.
- Create an inspiring learning environment and establish open, motivational and trusting relationships with learners.
- Fully participate in and contribute to the pastoral support programmes of FTFCCCT as well as take on the role of tutor.
- Maintain all appropriate records and report regularly via written reports and parents' consultation evenings.
- 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.
- Contribute to learner progress reviews as and when requested by the Senior Lecturer or LFE.
- To be present (or on site) and support all English and Maths sessions to increase achievement across all elements of programme.
- Undertake any staff development (CPD) relevant to the needs of the post.
- Identify underachieving pupils and ensure appropriate intervention whilst reporting to Senior Lecturer.
- 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.
- Contribute to an appropriate curriculum for all students, ensuring that statutory regulations and Awarding Body requirements are met, and that students are motivated, stretched and challenged.
- 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 FTFCCCT.
- Promote and develop high quality of teaching, learning and assessment across curriculum.
- To support FTFCCCT and Fleetwood Town FC in their aims and objectives at all times.
- To ensure compliance with all relevant Club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing FTFCCCT and Fleetwood Town FC.
- To keep confidential any information gained regarding the Charity, Club and its personnel.
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarded and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a personal tutor to students; supporting them to achieve their goals and potential.
- Attend League Football Education and Football League training events and conferences, as required.
- Support learners with progression routes – e.g. UCAS applications, SAT tests CV etc.
- Comply with LFE's cycle of observations of teaching, learning and assessment.

Person Specification				
Qualities		Essential	Desirable	Measure
Skills and Qualifications	PGCE	✓		Application
	Educated to Degree Standard	✓		Application
	FA Level 1 in Football		✓	Application
	A standard DBS check will be required for this position	✓		Application & Interview
	Full UK Driving Licence – Car owner and willingness to use for work	✓		Application
	FA Level 2 in Football		✓	Application
	Other Sports coaching qualifications.		✓	Application
Knowledge and Experience	Knowledge and understanding of BTEC Level 2/3 in Sport	✓		Application & Interview
	Knowledge of Professional Standards for Further Education	✓		Application & Interview
	Experience delivering BTEC Level 3 in Sport	✓		Application & Interview
	Work with challenging groups and/or individuals from a variety of backgrounds.	✓		Application & Interview
	Ability to inspire, motivate and encourage young people.	✓		Application & Interview
	Excellent communication and interpersonal skills, the ability to communicate with people at all levels.	✓		Application & Interview
	Excellent planning and organisational skills.	✓		Application & Interview
	Experience delivering level 4/5 in Higher Education		✓	Application & Interview
	Ability to adapt sessions appropriately dependent on the needs of young people.		✓	Application & Interview
	Ability to develop and implement high quality, varied and creative teaching sessions focusing on a young person-centred approach.		✓	Application & Interview
Other	Good understanding of Safeguarding, Professional Teaching Standards and Health and Safety.	✓		Interview
	Commitment to continuous professional development and willingness to undertake training where necessary.	✓		Interview
	Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.	✓		Interview
	A flexible attitude to working, willing to work evenings and weekends.	✓		Interview

## General Responsibilities

### **Employee Relations**

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole.

### **Health & Safety**

To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety.

### **Customer Service**

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

### **Self Development**

To take responsibility for your own development and to help realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

### **Team Work**

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

### **Equal Opportunities and Harassment**

To cooperate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

*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.*