

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: BTEC Tutor

Hours: Full Time

Rate of pay: Competitive

Reports To: Chief Executive

Location: Fleetwood Town Community Trust

Contract: Permanent

The Role

As the BTEC Tutor you will provide high quality learning experiences to meet the needs of learners. You will work efficiently to and maintain the highest professional standards in the delivery of the BTEC qualification to FTFCT and LFE learners.

Responsibilities

- Teach and be responsible for quality teaching and learning of BTEC Level 3 in Sport to the wide range of learners and groups aged 16 – 19 to meet the course learning outcomes
- 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 FTFCT 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
- 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 Education Officer 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
- 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
- Implement and contribute to the organisation and development of the curriculum offer within the subject area
- Develop an appropriate curriculum for all students, ensuring that statutory regulations and Awarding Body requirements are met, and that students are motivated, stretched and challenged
- 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
- 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 FTFCT
- Promote and develop high quality of teaching, learning and assessment across curriculum

- To support FTFCT 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 FTFCT 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 safeguarding 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 Contribute to the excellence of teaching and learning in the BTEC sport groups
- 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

Qualifications and Education Requirements

A standard DBS check will be required for this position

Essential

- A knowledge and understanding of the BTEC Level 2 and L3 in Sport programme
- Educated to Degree standard (Sport Related)
- In date child protection certificate (or willingness to update ASAP)
- Full UK Driving Licence – Car owner and willingness to use for work

Desirable

- PGCE
- FA Level 2 Coaching Qualification
- Experience of being a personal/form tutor
- Teaching experience

Personal Specification / Competencies

- Ability to form good relationships with 16-19 year old students
- Ability to assess and mark students work against set criteria
- A proven ability to work to under pressure to tight deadlines
- Excellent communication skills including written, telephone and interpersonal skills
- The ability to travel regularly and independently throughout the region
- Innovative and flexible approach to supporting students and pupils
- Experience of Health and Safety and/or Welfare and Safeguarding policies and procedures
- IT Literate: word, excel, PowerPoint
- Excellent personal presentation
- Organised and efficient
- Self-motivated and self-managing



Applications

Please send your CV and a cover letter providing full details of why you feel you would be suited to this role to recruitment@fleetwoodtownfc.com.

The closing date is 3rd January 2018.

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.