



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:

Job Title:	BTEC Tutor
Hours of Work:	37 hours which may include weekends and evenings Hours determined by the needs of the service.
Contract Status:	Full time
Salary:	£21000 - £24000 dependent on experience + Performance related pay.
Location:	Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys. FY5 4HX.
Reports to:	Senior Lecturer
Responsible for:	N/A
Purpose	Reporting to the Senior Lecturer, 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 2/3 in Sport to the wide range of learners and groups aged 16 – 19 to meet the course learning outcomes.
- Coach the students in daily football training sessions and take the lead within the football programme organising fixtures within the CEFA league, organising friendlies and delivering a weekly coaching programme.
- Lead the recruitment of potential students wishing to join the Community Sports College, liaising with Schools for open days, taster events and school presentations.
- Implement a yearly recruitment timetable to include taster days, presentations and trips to build relationships with potential students.
- 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 use 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, 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.

Personal Specification

Qualifications / Training / Knowledge	Essential	Desirable
PGCE	√	
Sport related Degree	√	
FA Level 2 Coaching Certificate	√	
UEFA B Coaching Certificate		√
Other NGB sport qualifications		√
Knowledge and understanding of BTEC Level 2/3	√	
Full UK Driving Licence, car owner and willingness to use for work	√	
A standard DBS check is required for the role	√	
Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages.		√
Key Skills and abilities	Essential	Desirable
Experience delivering BTEC Level 2/3 in Sport	√	
Ability to adapt sessions appropriately dependent on the needs of young people.		√
Ability to develop and implement high quality, varied and creative teaching sessions focusing on a young person-centred approach.		√
Work with challenging groups and/or individuals from a variety of backgrounds.	√	
Ability to inspire, motivate and encourage young people.	√	
Excellent communication and interpersonal skills, the ability to communicate with people at all levels.	√	
Excellent planning and organisational skills.	√	
Other Factors	Essential	Desirable
Commitment to continuous professional development and willingness to undertake training where necessary.	√	
Good understanding of Safeguarding, Professional Teaching Standards and Health and Safety.	√	
Commitment to continuous professional development and willingness to undertake training where necessary.	√	
Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.	√	
Confident with a high degree of motivation.	√	
Commitment to equal opportunities.	√	
A flexible attitude to working, willing to work evenings and weekends.		