



**job application
pack**

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Sports Tutor

Job Title: Sports Tutor

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: £21500 - £23000 dependent on experience (pro rata based for part time)

Employment Type: Full/ Part- time hours (may include evenings)

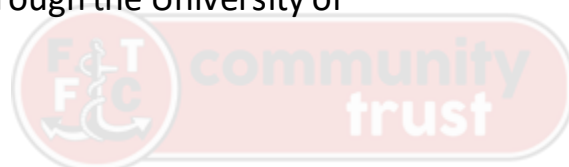
Hours determined by the needs of the service.

Closing date: Friday 3rd June 2022 @12:00pm

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Having successfully attained charitable status, the challenge for the Trust is now to reach even more people and increase the role we play in the local community. The Trust offers many diverse activities that aim to provide the people in Wyre and Fylde with the opportunities to participate and enjoy themselves in a fun, friendly environment.

Purpose of Position: To report to the Sports College Manager, 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). In addition, the tutor will be responsible for the facilitation of delivery of the Foundation Degree in Coaching and Sports Development, delivered to students by Fleetwood Town Sports College, through the University of South Wales.



Key Responsibilities:

- Teach BTEC Level 3 Sport to the wide range of learners and groups aged 16+ 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/ assist with one of our football teams in daily training sessions and 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 FTFCCT 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 at regular intervals as per 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 and actively contribute to the enrichment opportunities for learners.
- Monitor and maintain appropriate records/data related to target grades, attainment, achievement and attendance.

Key Responsibilities (continued):

- Participate in programme meetings in accordance with course requirements with staff team.
- Communicate, co-operate and, where appropriate, collaborate with other departments within FTFCCT.
- Promote and develop high quality of teaching, learning and assessment across curriculum.
- To support FTFCCT and Fleetwood Town FC in their aims, mission and values 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 FTFCCT 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.

Skills and Qualifications Required:

Essential:

- PGCE
- Educated to Degree Standard
- A standard DBS check will be required for this position
- Full UK Driving Licence – Car owner and willingness to use for work
- Knowledge and understanding of BTEC Level 2/3 in Sport
- Knowledge of Professional Standards for Further Education
- Experience delivering BTEC Level 3 in Sport
- 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.
- 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.
- A flexible attitude to working, willing to work evenings and weekends.

Skills and Qualifications Required (continued):

Desirable:

- FA Level 1 in Football
- FA Level 2 in Football
- Other Sports coaching qualifications.
- Experience delivering level 4/5 in Higher Education
- 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.

General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, 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 and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications 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 realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

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

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



General Responsibilities (continued):

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.

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



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STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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**community
trust**