



**JOB
DESCRIPTION**
Sports Tutor

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and perform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

Sports Tutor

Job Title:	Sports Tutor
Reports to:	Education Manager
Department:	Education
Salary:	£23,000 - £26,000 per annum
Hours:	37.5 hours per week requiring flexibility to work some evenings, weekends and match days as required
Job Purpose:	Rotherham United Community Sports Trust is seeking to appoint an enthusiastic, charismatic and dedicated person to provide quality teaching, learning and assessment throughout our BTEC provision including level 1, 2 & 3 BTEC Sport along with other trust funded projects to a wide range of ages and abilities across our education academy.
Contract Details:	Full Time, Permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

Rotherham United Community Sports Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Education Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

[Equal Opportunities](#)

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- Teach and be responsible for quality teaching and learning of BTEC Level 1, 2 & 3 in Sport to the a wide range of learners and groups aged 16 – 19 to meet the course learning outcomes.
- 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 RUCST 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 evenings.
- Monitor and support the overall progress and development of students as a teacher.
- 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.
- Attend meetings to exchange ideas and information and share good practice.
- To act as cover for all programmes at designated times, when required.
- To perform other duties as reasonably assigned or under the authority of the senior management team.
- Carry out administration such as; registers, reports, retention and achievement data.
- 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.

PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentiality
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

MANAGING PARTNERSHIPS AND CONTRACTS

- Comply with the agreed quality assurance measures of the programme area and the education provider with the aim of maximising the achievement and progression of all students.
- Maintain positive relationship with Regional Manager from the education provider in conjunction with the BTEC & NCFE Programme Manager.
- Maintain and monitor funding received from contracts and report to Line Manager.

EXPERIENCE

- Delivery of a range of education programmes.
- Delivery of working with a diverse range of learners.
- Completing schemes of works and lesson plans.
- Developing innovative lessons to inspire and engage.
- Teaching groups on a one to one basis.
- Experience of working with new people.
- Assessing learning using a variety of methods.
- Experience of quality assurance procedures including internal verification.

QUALIFICATIONS

- A degree in a sport or physical education subject
- Teaching related degree (PGCE)
- Coaching qualifications
- Basic First Aid training/qualification
- Safeguarding certificate

GENERAL DUTIES AND ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims, objectives, vision and mission statement
- 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 RUCST and Rotherham United 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

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PERSONAL SPECIFICATION

Qualifications	Essential	Desirable
Appropriate degree along with QTS / PGCE	✓	
Minibus driving licence		✓
Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience		
Knowledge, understanding and experience of the BTEC Level 3 Extended Diploma in sport and level 2 NCFE Diploma in Sport.	✓	
An awareness of the assessment procedures and verification of BTEC courses		✓
Up to date knowledge of the BTEC sport specifications	✓	
Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	✓	
Knowledge of how to give positive and targeted support to students who require special educational needs	✓	
Determination to encourage the highest quality of learning experience for all students	✓	
IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
Excellent overall level of numeracy and literacy	✓	
Experience of Premier League and Football League funded education projects		✓
An understanding and knowledge of Rotherham United Community Sports Trust.		✓
Attitude/Behaviours		
A "can do" attitude	✓	
Presents solutions rather than problems	✓	
Ability to establish good and productive working relationships, and work well in a team	✓	
Innovative and flexible approach to supporting individual students	✓	
Personal Qualities		
A dynamic, hardworking and enthusiastic individual	✓	
Be able to enthuse learning within a wide range of ages and abilities	✓	
Excellent interpersonal and communication skills	✓	
Proactive attitude within the role	✓	
Excellent written and analytical skills	✓	
Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
Highly organised and able to manage multiple tasks	✓	
Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
Flexibility and willingness to learn	✓	
Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
Ability to work unsupervised	✓	
Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust

The Goal Zone, AESSEAL New York Stadium
New York Way, Rotherham S60 1AH

Tel: **01709 827767**

Email: community@rotherhamunited.net
www.rucst.co.uk



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