

Rotherham United Community Sports Trust

JOB DESCRIPTION

Job Title	Sports Tutor
Reports to	Education Manager
Department	Education
Salary	19,000 – 21,000
Hours	This is a full time role of 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	<ul style="list-style-type: none"> • Full Time, Permanent • Auto-enrolment into the Club's pension scheme (depending on eligibility) • 28 days annual leave including national bank holidays

Role Accountabilities & Key Duties

1. Key Duties and Responsibilities

- Teach and be responsible for quality teaching and learning of BTEC Level1, 2 & 3 in Sport to the a wide range of learners and groups aged 16 – 19 to meet the course learning outcomes
- Facilitate aspects of the futsal/football practical programme from training to match days including line management of coaching personnel in conjunction with the Education Manager;
- 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' consultation 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;

	<ul style="list-style-type: none"> • Coordinate all RUCST's courses, including selling and developing courses for delivery, ensuring all projects are on track to reach their targets, completing reports to stakeholders. • Monitor all projects as required by funding bodies including the use of views • Build and develop strong links with schools, community groups, key stakeholders and other relevant organisations. • Promotion of all projects. • Work with individuals, communities, community organisations and schools in a planned way to promote the aims and objectives of the programme. • 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. • To work closely with colleagues throughout RUCST to extend knowledge and skills in order to identify best practice • 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.
<p>2. Person Specification</p>	<ul style="list-style-type: none"> • 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
<p>3. Managing Partnerships and Contracts</p>	<ul style="list-style-type: none"> • 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;



<p>4. Experience</p>	<ul style="list-style-type: none"> • Delivery of a range of education programmes • Delivery of working with a diverse range of learners (16+) • 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
<p>5. Qualifications</p>	<ul style="list-style-type: none"> • A degree in a sport or physical education subject • Teaching related degree (PGCE) • Coaching qualifications • Basic First Aid training/qualification • Safeguarding certificate
<p>6. Recruitment</p>	<ul style="list-style-type: none"> • Develop marketing activities/materials; • Develop and maintain relationship liaison with feeder schools; • Attend recruitment events within catchment area for Year 10 and Year 11's in feeder schools; • Contribute subject information for newsletter, website, match programmes and recruitment events as required; • Use resources available within the department to make recruitment as positive and successful as possible.

General Duties & 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

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.

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

Person Specification

Qualifications		Essential	Desirable
1	Appropriate degree along with QTS / PGCE	✓	
2	Minibus driving licence		✓
3	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
4	Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience			
5	Knowledge, understanding and experience of the BTEC Level 3 Extended Diploma in sport and level 2 NCFE Diploma in Sport.	✓	
6	An awareness of the assessment procedures and verification of BTEC courses	✓	
7	Up to date knowledge of the BTEC sport specifications	✓	
8	FA Coaching in Football or Futsal Qualification		✓
9	Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	✓	
10	Knowledge of how to give positive and targeted support to students who require special educational needs	✓	
11	Determination to encourage the highest quality of learning experience for all students	✓	

12	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
13	Excellent overall level of numeracy and literacy	✓	
14	Experience of Premier League and Football League funded education projects		✓
15	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
Attitude/Behaviours			
16	A “can do” attitude	✓	
17	Presents solutions rather than problems	✓	
18	Ability to establish good and productive working relationships, and work well in a team	✓	
19	Innovative and flexible approach to supporting individual students		
Personal Qualities			
20	A dynamic, hardworking and enthusiastic individual	✓	
21	Be able to enthuse learning within a wide range of ages and abilities	✓	
22	Excellent interpersonal and communication skills	✓	
23	Proactive attitude within the role	✓	
24	Excellent written and analytical skills	✓	
25	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
26	Highly organised and able to manage multiple tasks	✓	
27	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
28	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
29	Flexibility and willingness to learn	✓	
30	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
31	Ability to work unsupervised	✓	
32	Ability to respect confidentiality and professionally on particular issues	✓	

