



Argyle Community Trust

Sports Tutor and Coach

Location: **Plymouth**

Job Description

Hours: 40 hours per week

Salary Level: £21,000 plus benefits depending upon experience

Contract: Permanent position, full time

Reports to: Plymouth Post 16 Education Programme Manager

Start Date: negotiable to suit candidate (in order to recruit quality staff)

Closing date for applications: Friday 11th February 2022 5.00pm

Job Description:

Argyle Community Trust is looking for an enthusiastic and passionate football tutor/coach to join our thriving and successful education programme; a programme that has expanded by 30% during the past two years and now has over 70 students, 6 staff and three teams that play in the U19's national league. We are proud of our results, with 100% of students completing the BTEC course and 96% achieving on or above their target grades. The role as Sports Tutor will be to deliver BTEC's, along with other vocationally related qualifications in Sport. Tutors will teach the qualification through sport, most notably the medium of football, as part of the "Football Development for students aged 16-18 years, offered in partnership with Argyle Community Trust and City College Plymouth.

As a tutor, the successful candidate will also be a member of the coaching team helping young players enrolled on the programme progress and apply the knowledge they develop in the classroom to practice team sports. Coaching and teaching time will be split approximately a 50/50 depending upon the candidate's strengths.

The role involves working with learners in a group and on a one-to-one basis, delivering all aspects of the qualifications across a variety of topics and levels. Reporting to the Plymouth Education Programme Manager you will inspire and ensure that every young person that goes through a Level 3 programme with us will have an opportunity to thrive and succeed.

As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with a diverse range of individuals.

The successful candidate must have in-depth knowledge of the BTEC Sport specification. Experience of delivering young people's football training sessions is also essential.

We would also expect the candidate to have a number of coaching and teaching qualifications and be computer literate. In addition to this, the tutor/coach must be able to undertake key administrative duties that are associated with the role.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6> In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss any aspect of the post please contact Actrecruitment@pafc.co.uk

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Key Responsibilities:

Teaching /Learner Management

- Plan and deliver high quality lessons that address the specification content
- Research and develop new topic areas, courses and teaching materials whilst maintaining up-to-date subject knowledge
- Teach large and small groups of learners from a range of background and abilities ensuring that all learners make progress
- Mark and assess work, giving appropriate feedback, and maintaining records of learners' progress and development
- Record all learner evidence in line with Trust and awarding body requirements
- Set assessment tasks and oversee examinations, liaising with the relevant body to ensure quality standards are maintained
- Ensure all learners progress in a timely manner through their qualification adhering to schemes of work
- Keep key stakeholders updated on learner progress
- Carrying out a pastoral role as a personal tutor to learners
- Plan additional support for learners as necessary
- Represent the Community Trust at parents' evenings, taster days, open days and careers or education conventions.
- Interview potential learners and conduct diagnostic assessments as necessary
- Manage learner conduct and applying appropriate and effective measures in cases of unacceptable conduct
- Organise work experience and carry out learner assessments in the workplace, as appropriate
- Promote a culture of respect within the department ensuring that students feel safe and supported

Quality

- Promote safe practices outlined in Trust policies and procedures including Safeguarding and Health & Safety and ensure professional standards are adhered to across all areas of delivery
- Undertake regular teaching observations and participate in in-service training as part of continuing professional development (CPD)
- Attend team meetings to monitor, review and evaluate relevant courses
- Liaising with colleagues, line manager and other educational professionals
- Understand fully the national standards for each qualification
- Regularly communicate with coaching staff in terms of student progress

Football Coaching

- Take responsibility for management of coaching staff for training and games programmes
- Ensure a syllabus and coaching programme is adopted and delivered in relation to the students enrolled
- Support coaching staff where appropriate and setting out KPI's
- Maintain good relations and sustain numbers within the Post 16 remit

Administration

- Participate in promotion and marketing of courses
- Familiarise yourself with external client's policies and procedures
- Ensure General Data Protection Regulations and IT Policies are adhered to.
- Meet all course and general administration requirements such as, but not limited to;
 - Management and reporting of student attendance and behaviour
 - Update qualification tracker sheets
 - Learner reports in line with college requirements
 - Ensure all Health & Safety checks are completed
 - General course administration

Recruitment and Retention

- Take responsibility for recruitment for new academic years ensuring the minimum baseline of students is recruited on a yearly basis through a strategic recruitment process
- Ensure all students are retained for each academic year
- Build new relationships with local clubs, County FA, Community groups, schools, and venues to increase provision and recruit participants.

Other Duties:

- Work on games programmes as and when required throughout the academic year
- Deliver practical modules relevant to the sports programme, for example strength and conditioning, weight training, rehabilitation
- Work on other Trust related provision as and when required, given reasonable timescales

PERSON SPECIFICATION	Essential / Desirable	Application r or CV	Interview	Reference	Presentation/task
Qualifications					
Minimum 1 year's previous teaching or tutoring experience	E	✓			
Minimum of 1 years' experience of delivering the curriculum with vocational and/or educational establishments	E	✓		✓	
Relevant teaching qualification or working towards e.g., DTLLS, PGCE, QTLS. Degree in relevant specialism	E	✓			
Hold an enhanced DBS check or be willing to undertake check prior to employment	E	✓			
Hold up-to-date FA Safeguarding Children or evidence of other safeguarding training	E	✓	✓		
Hold an up-to-date Basic First Aid for Sport (BFAS) qualification or similar	E	✓			
Hold a Full and Clean UK Driving License	E	✓			
FA Level 2 Coaching	E	✓			
UEFA B license	D	✓			
FA Youth Award	D	✓			
Equality and Diversity Module	D	✓	✓		
Hold a D1 or Mini bus license	D	✓			
Knowledge and Understanding					
An understanding of delivering sport within an education context.	E	✓	✓		✓
Understand Quality standards in order to ensure that they are observed, enhanced and best practice is shared	E	✓	✓		
Knowledge and Understanding of BTEC Sport Courses	E	✓	✓		✓
Understanding of safeguarding principles and procedures and a commitment to delivering safe practice	E		✓		
Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.	D		✓		
Delivery					
Ability to provide appropriate lesson plans that meet the needs of the learners and contract requirements	E	✓			✓
Ability to mark and assess learners' work to standards set by provider and in line with contract requirements	E	✓	✓	✓	
Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings	E		✓		✓
Evidence of successfully supporting people with differing abilities	E	✓		✓	
A passion for sport and commitment to sport and education	D	✓	✓		✓
Ability to motivate and inspire learners of all abilities to enjoy and learn through sport	E			✓	✓
Proven ability to communicate effectively with adults and children of all ages and model healthy relationships	E	✓	✓		
Ability to engage and motivate groups of participants	E	✓			✓
Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes	D		✓	✓	

Respond positively to feedback and strive for high standards and excellence in all aspects of the role	D			✓	✓
Challenge non-compliance and uphold Trust policy and procedures	E	✓		✓	
Personal Attributes					
General appearance: smart and able to command respect	E		✓		
By negotiation be able to work some evenings and weekends.	E	✓	✓		
Ability to work as a team member	E			✓	
Sensitivity to the needs of colleagues, young people and the community	E		✓		✓
Good standard of English in both written and verbal communication.	E	✓	✓		
Understand obligations regarding information sharing and GDPR	E		✓		
Ability to accurately convey meaning and deliver information in a clear, concise and engaging way.	D	✓			✓
Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines	D	✓			