



ARGYLE COMMUNITY TRUST
Home Park, Plymouth, PL2 3DQ

Argyle Community Trust

Strength and Conditioning Programme Lead Tutor and Coach

Location: **Plymouth**

Job Description

Hours: 40 hours per week

Salary Level: £21,892 - £23,892 plus benefits

Contract: Permanent position, full time

Reports to: Plymouth Education Programme Manager

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

Closing date for applications: Friday 1st July 2022 5.00pm

Job Description:

Argyle Community Trust is looking for an enthusiastic, charismatic, and dedicated individual to deliver our year 14 strength and conditioning programme that was originally introduced in September 2022. Working as a part of the successful Post 16 education team and reporting to the Plymouth Education Programme Manager, you will inspire and ensure that every young person that goes through the year 14 strength and conditioning programme with us will have an opportunity to thrive and succeed.

The role as S&C Programme Lead Tutor/ Coach will be to deliver YMCA qualifications, along with vocationally related qualifications and NVQs in Sport. The successful candidate must have in-depth knowledge of the YMCA Level 2 Gym Instructors and Level 3 Personal Trainer (Practitioner) specification and will teach these qualifications through practical and theoretical delivery, for students aged 18-19 years, offered in partnership with Argyle Community Trust and City College Plymouth. The role involves working with learners in a group and/or one-to-one basis, delivering all aspects of the qualifications in a variety of subjects and levels.

The tutor will also be a member of the coaching team helping young players, enrolled on the programme, to utilise and apply the knowledge they develop in the classroom into practice in team sports. Experience of delivering young people's football training sessions is therefore essential.

The position will be based at Home Park, Plymouth; the candidate will be expected to work across the Argyle Community Trust as and when needed which could include some weekend and evening work. The candidate must understand the importance of monitoring and evaluation and be confident in ICT and data entry. This is a part of the role which will help develop the Trust's reports and feedback to its multiple partners.

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.

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





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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/Lr5x7kHHEndy7iAL6>

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

- Planning and delivering high quality learning to whole class and small groups of learners from a range of background and abilities.
- Marking and assessing work, giving appropriate feedback and maintaining records of learners' progress and development.
- Ensuring lessons are planned to a sufficient level of detail.
- Recording all learner evidence in line with statutory requirements of City College Plymouth, Argyle Community Trust and examination awarding bodies.
- Setting and overseeing examinations and liaising with the relevant body to ensure quality standards are maintained.
- Ensuring all learners progress in a timely manner through their qualification adhering to schemes of work, planning additional support for learners, as necessary.
- Carrying out a pastoral role as a personal tutor to learners.
- Representing the Community Trust at parents' evenings, taster days, open days/evenings and careers or education conventions.
- Interviewing potential learners and conducting diagnostic assessments, as necessary.
- Managing learner conduct and applying appropriate and effective measures in cases of unacceptable behaviour.

Quality

- Thorough knowledge and understanding of safeguarding and how to keep young people safe and promote safe practices.
- Ability to interpret and create risk assessments to ensure that activities are conducted in a safe and healthy manner, taking responsibility for the wellbeing of self, students, and colleagues.
- Undergo regular teaching and QA observations and participate in in-service training as part of continuing professional development (CPD).
- Ensure all practical and theory lessons meet the minimum teaching standards required for high quality learner experience.
- Attend team meetings to monitor, review and evaluate relevant courses.





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- Liaising with colleagues, line manager and other educational professionals.
- To understand fully the national standards for each qualification.
- Maintain Regular communication with the Plymouth Education Manager regarding student progress.
- Maintain good working relationships with all partners to ensure the highest quality delivery for the year 14 programme.

Football Coaching

- To provide support as an assistant coach to one of the courses three football teams.
- Plan and deliver high quality coaching sessions when requested to by the lead coach/programme manager.
- To provide support during any training sessions/games that takes place during the school holidays.
- To travel to away games as well as home games to support the appropriate team as an assistant coach on match day.

Administration

- Promotion and marketing of both the BTEC Programme and S&C year 14 programme.
- Become familiar with City College Plymouth and YMCA's (S&C Q/A) policies and procedures.
- 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 that you are responsible for delivering.
 - Submit learner reports in line with City College Plymouth and ACT requirements.
 - Ensure all Health & Safety checks are completed for the delivery of both theory and practical sessions in line with ACT and City College Plymouth health and safety policies.
 - Ensure that facilities are booked that allow effective programme delivery.
 - General course administration.

Recruitment and Retention

- Responsible for recruitment for new academic years ensuring the minimum baseline of students is recruited on a yearly basis through a strategic recruitment process. The S&C programme will be a priority here however you will be expected to provide support for the recruitment process of the Football Education programme too.
- Ensure students are retained for future academic years – including the BTEC programme and managing the transition of students from year 13 to year 14.
- To build new relationships with local establishments that will support in the recruitment of students for the year 14 programme.
- To hold recruitment evenings that aim to drive the interest in the year 14 programme.

Sports Injuries Management

- Provide rehabilitation support where appropriate to students who sustain any injury whilst on our programme.
- To lead comprehensive warm up and cool down sessions that aim to prevent injuries where physically possible.
- To provide match day medical assistance teams at home when the team you are supporting is at home on a Wednesday.





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- To ensure that all teams have appropriate match day first aid cover
- To provide support to students who wish to develop any sport specific components of fitness – for example developing strength programmes for individual students/groups of students.

Other Duties:

- 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	x			
Minimum of 1 years' experience of delivering the curriculum with vocational and/or educational establishments	E	x		x	
Relevant teaching qualification or working towards e.g., DTLLS, PGCE, QTLS. Degree in relevant specialism	E	x			
Hold an enhanced DBS check or be willing to undertake check prior to employment	E	x			
Hold up-to-date FA Safeguarding Children or evidence of other safeguarding training	E	x	x		
Hold an up-to-date Basic First Aid for Sport (BFAS) qualification or similar	E	x			
Hold a Full and Clean UK Driving License	E	x			
YMCA Level 2 Gym Instructing	E	x			
YMCA Level 3 Personal Fitness Trainer	E	x			
Level 3 Certificate in Assessing Vocational Achievement	D	x			
FA Level 2 Coaching	E	x			
UEFA B license	D	x			
FA Youth Award	D	x			
Equality and Diversity Module	D	x	x		
Hold a D1 or Mini bus license	D	x			
Knowledge and Understanding					
Understanding of Post 16 teaching standards and regulations.	E	x	x		x
Understand Quality standards in order to ensure that they are observed, enhanced and best practice is shared	E	x	x		
Knowledge and Understanding of BTEC Sport Courses	E	x	x		x





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Understanding of safeguarding principles and procedures and a commitment to delivering safe practice	E		x		
Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.	D		x		
Delivery					
Ability to provide appropriate lesson plans that meet the needs of the learners and contract requirements	E	x			x
Ability to mark and assess learners' work to standards set by provider and in line with contract requirements	E	x	x	x	
Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings	E		x		x
Evidence of successfully supporting people with differing abilities	E	x		x	
A passion for sport and commitment to sport and education	D	x	x		x
Ability to motivate and inspire learners of all abilities to enjoy and learn through sport	E			x	x
Proven ability to communicate effectively with adults and children of all ages and model healthy relationships	E	x	x		
Ability to engage and motivate groups of participants	E	x			x
Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes	D		x	x	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role	D			x	x
Challenge non-compliance and uphold Trust policy and procedures	E	x		x	
Personal Attributes					
General appearance: smart and able to command respect	E		x		
By negotiation be able to work some evenings and weekends.	E	x	x		
Ability to work as a team member	E			x	
Sensitivity to the needs of colleagues, young people and the community	E		x		x
Good standard of English in both written and verbal communication.	E	x	x		
Understand obligations regarding information sharing and GDPR	E		x		
Ability to accurately convey meaning and deliver information in a clear, concise and engaging way.	D	x			x
Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines	D	x			

